

**UNIVERSITY HEALTH CARE  
HOSPITALS AND CLINICS**

**UNIVERSITY PAYROLL OFFICE**

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**PAYROLL PRACTICES**

Review Date: 07/11/06

Revision Date: 12/1/08, 1/28/10, 10/25/10, 12/22/10, 1/12/11

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**PURPOSE:** To define the pay practices used by departments in the University of Utah Hospitals and Clinics.

**PAY PRACTICES:**

I. **Payroll Dates:**

- A. Payroll will be processed semi-monthly (24 pay periods annually). The pay period ends at midnight on the 15<sup>th</sup> and midnight on the last day of each month.
- B. All payroll time corrections for the pay period must be entered by noon on the 16<sup>th</sup> and the 1<sup>st</sup> day of each month, unless the 16<sup>th</sup> or the 1<sup>st</sup> falls on a Saturday, Sunday or Holiday. Processing will occur on the next business day of the month.
- C. Paychecks are distributed on the 7<sup>th</sup> and the 22<sup>nd</sup> of each month. If the 7<sup>th</sup> or the 22<sup>nd</sup> is a Saturday or Sunday, paychecks are distributed on the Friday before.

II. **Approval of Time Cards:**

- A. Employees are required to review and approve their timecards in Kronos each pay period. Exceptions to time worked and or use of leave, must be recorded in a department log and requires the employee's full signature in order to be considered approved. An email document from staff including approval from the manager/supervisor or a scanned/faxed exception document including signatures, should be printed and placed in the exception book for tracking purposes.
- B. The manager or direct supervisor must approve and sign off (a function in the Kronos system) timecards at the end of each pay period. In the event the manager/direct supervisor cannot approve the timecards, a qualified person identified as a back-up, may perform the approval process.

III. **Time & Attendance:**

- A. The pay week begins at 00:00 hours Saturday and ends at 11:59 hours on Friday. The pay week determines how overtime is calculated. The pay week is used to determine if the employee has met the "work to FTE requirement".
- B. Overtime payments are not applied for hours worked over the daily scheduled shift or when the employee works over the FTE percentage in the work week. Overtime payments are applied only after the employee works more than 40 hours in the week. **University of Utah PPM 5-401.**
- C. Timecard punches - Employee hours, exclusive of meal breaks, will be rounded to the nearest quarter hour. Timecard punches cannot be changed. Non-approved timecard changes will be addressed by the manager/supervisor and can result in disciplinary action. **University of Utah PPM 5-111.**
  - 1. Less than seven (7) minutes will round back the quarter hour.
  - 2. Eight (8) minutes or more will round forward to the quarter hour.
  - 3. Meal breaks are rounded to the nearest quarter hour unless the employee swipes in and out on the time clock and then the punch rounds to the nearest minute.
  - 4. Non-exempt employees who leave the UUHC campus for any reason other than UUHC business must punch in and out and have manager/supervisor approval.

- D. **Work to FTE Requirement-** Full time staff, 75% to 100% FTE, are required to work to their FTE percentage. This means that vacation, personal leave and comp time may be used by the payroll reporter to make up the difference between worked time and the FTE, if the FTE % is not met with regular work hours.
1. The **exceptions** are: staff is called off from a shift or staff is asked to leave a scheduled shift early. In this case the employee has the choice to use paid leave time or go without pay for the hours deficient in worked FTE %.
- E. **Hourly Time Reporting-** All hospital hourly staff must report time and attendance by swiping in and out of the time clock to record time worked. If a time clock is not available, computer web punch should be used to record time on shift.
- F. **Exempt Time Reporting-** Exempt staff are required to report exceptions (time off) on their timecard.
- G. **Exception Forms-** All payroll reporters must use a department payroll exception form to document all hourly staff time and attendance variances. These variances include, but are not limited to; vacation, sick, missed clock punches, no meal break, education, etc.
1. Payroll Exception Forms **must be signed** by the employee and the supervisor or named designee and kept on file for 3 years by the department.
- H. **Meal Breaks-** An automatic lunch deduction of 30 minutes will be taken out of the time and attendance card at the sixth hour of shift worked. The meal deduction applies to shifts of six (6) hours in length or greater, including callback hours.
1. Employees taking a meal break of greater than 30 minutes must report this time on an exception sheet to their payroll reporter or will need to swipe in and out on the time clock to account for their meal break. *Punching in and out at a time clock will void the automatic half hour deduction.*
  2. Employees who are not taking a meal break will need to report the exception on an exception form and obtain permission from the supervisor when a meal break is not taken.
  3. Non-exempt employees leaving the UHC campus for non-business related lunch must punch out and in.
  4. Employees leaving the department for an appointment that is “supervisor approved”, must punch out and in to account for this time.
- I. **Payment of additional compensation or mid-cycle increases-**
1. **Additional Compensation-** Staff may earn special compensation as requested by a Service Director or Executive and approved by the Vice President of Health Sciences, the CEO of the hospital, or other designated senior executive. All additional compensation forms must be sent to and signed by the service line director before being sent to payroll for processing. Additional compensation is for exempt staff only, for performing additional work duties outside of their defined job role.
  2. **Retroactive Payments-** Staff who are awarded with off cycle raises, who have back pay due, or for whom payroll corrections are being made will need to use a Retroactive Payment Form. This form allows payments of monies to be made for dates prior to the current payroll period.
- J. **Differentials-** A differential payment is made when an employee works in a qualifying time zone, on a qualifying work date, or in a qualifying position.
1. **Shift Differential Zones:**
    - a. Weekday Evenings 1500 hours to 2259 hours (Monday to Friday).
    - b. Weekday Nights 2300 hours to 0659 hours (Sunday to Thursday).
    - c. Weekends 2300 hours Friday to 2259 hours on Sunday.
  2. **Differential Rates:**
    - a. **HI PLUS** shift differential will apply to all healthcare nurse or LPN job class.
    - b. **LOW** shift differential will apply to hourly employees that are in any other job class.
    - c. Exempt/salaried employees are not eligible for differential rates.

3. **Differential Qualifications:**
  - a. Must be clocked in at least 6 hours consecutively and have worked at least 4 hours in a differential time zone to qualify.
  - b. Only actual worked hours in the specific time zone will be eligible.
  - c. Staff who are called back or working call-back hours, are not eligible to receive the shift differential, only the call back rate is paid.
  
- K. **On-call** - Employees scheduled to be on standby and will report to work as needed during a specified shift period, are eligible to be placed on-call. All employees are subject to the departmental call procedures.
  1. Staff holding a regular FTE are eligible for on-call and call-back pay rates.
  2. Per Diem staff, in a 0.05 FTE position, must be scheduled as per diem on-call in order to be eligible for the \$2.50 on-call pay. Per Diem staff who report to work for an on call shift are paid the per diem rate, they are not eligible for the time and a half premium pay or the shift guarantee.
  
- L. **Call-back** - A guaranteed payment amount to employees who are prescheduled to work call shifts and who come in to work during that call shift, are eligible for call-back pay.
  1. Employee must be scheduled on-call in order to receive callback pay.
  2. A callback guarantee of 2 hours is given at a premium **rate of 1.5 times their base salary** for hours worked during the call shift. Premium pay will be paid to the employee for each hour they work on the callback shift. To be eligible for this rate, the employee must be scheduled to be on call 4 hours prior to the start of the shift. The manager must approve all unusual circumstances pertaining to callback. Callback shifts do not count towards overtime pay.
  3. Callback hours **do count** towards the employee's weekly FTE percent.
  4. Time scheduled for shifts, inventory, staff meetings, etc., will not be eligible for callback pay.
  5. Employees should not be scheduled on call 24 hours a day, seven days a week and cannot exceed 168 hours within a week.
  6. During a callback shift, the employee cannot receive the \$2.50 on-call pay as they are now considered "on the clock" as worked time. On-call pay will resume once the callback shift has been completed.
  7. Callback does not apply to any employee in a salaried/exempt position
  8. Callback hours do not apply when staff come in to attend meetings or training. Staff will be paid for actual time spent at the meeting or training.
  
- M. **Lead worker**- Lead worker differential is paid at 7% of the base salary for time worked. If the employee is a permanent lead worker, they must be classified as a lead worker in the payroll system. This is done with the manager and the HR Compensation liaison. If the employee is an occasional lead worker, the "lead code" should be input at the time clock for the shifts that apply or entered onto the timecard by the payroll reporter.
  
- N. **Charge Nurse**-A charge differential is for registered nurses supervising 3 or more staff. The employee is scheduled or assigned to charge nurse for the shift. The employee should punch in via the time clock as charge nurse, if the assignment is occasional. If the nurse is a permanent charge nurse, the manager must contact Hospital Payroll to establish a permanent designation in the payroll system.
  
- O. **Extended Shift Pay** – This is for employees who work in procedure areas and have been requested to stay beyond the end of the scheduled shift, in order to complete the procedure/case.
  1. The employee must work in an approved department (i.e. OR, Cath Lab, GI Lab, L&D)
  2. The employee cannot be scheduled to be on call.
  3. Payment for time worked over 1 hour will be at time and a half.
  4. Payment for time worked less than 1 hour will be straight time, if the employee is not in overtime.
  
- P. **Excessive On-Call Pay – for Surgical Services employees only.** Additional pay for staff that pick-up On-Call shifts, beyond the department requirement.
  1. RNs, Surgical Techs, HCAs, and SP Techs are all eligible for this pay.
  2. Hours are calculated monthly for the prior month to determine amount to be paid.
  3. The dollar amount is added to the timecard and paid on the 2<sup>nd</sup> paycheck each month.
  
- Q. **Accrual and use of benefited time** - Sick and Vacation accruals occur on the 15<sup>th</sup> of every month. The new accrual for the month will show on the 22<sup>nd</sup> paycheck. The employee will begin accruing time 30 days after the date of hire. Staff is eligible to use the benefited time after 30 days. **Paid Leave Time does not** count toward the weekly overtime. Employees **are not permitted** to take Paid Leave

above their required weekly FTE. This includes sick, vacation, personal preference, jury duty, funeral leave, and military leave. Holiday hours can be paid above the weekly FTE. **Hospital PPM 5-17 and University of Utah PPM 5-300.**

1. **Sick Leave - sick time cannot be used to cover vacation time.** Sick can only be used for medical appointments, illness, and immediate family member's illness.
  - A. Employees should bring a physician note if a sick call occurs the day before or after vacation or paid holiday.
2. **Vacation Leave** - Vacation & Personal Preference hours can be used for any leave occasion. Vacation hours will be paid out to the benefited employee when the FTE drops below 50% or termination of employee benefits occurs. Paid leave time does not count toward weekly overtime.
3. **Personal Preference- Full time** employees, employed on January 1<sup>st</sup>, will receive two personal preference days at the beginning of each year. If an employee is hired during the dates of January 2 to June 30 they will receive 12.00 hours of personal preference. If an employee is hired during the dates of July 1 to the end of the year they will receive 8.00 hours of personal preference at the first of the year. **Part time** employees (50% FTE) will receive 8.00 hours at the first of the year. These hours are pro-rated according to FTE%. Unused personal preference hours will be lost if not used by December 31<sup>st</sup>.
4. **Holidays-** Only 50% FTE or above employees may receive holiday pay. There are 10 holidays throughout the year. Holiday hours worked count towards overtime hours. Holiday hours that are not worked do not count towards overtime. If an employee works on a "premium" holiday, the hours they work will be paid at time and a half. If an employee works on a non-premium holiday they will receive weekend differential. Holiday hours are pro-rated according to FTE %. Holiday's may be accrued up to 16 hours, but if not used by that time, will need to be paid out within 90 days by the payroll reporter. The only exception is Memorial Day which will need to be paid out prior to June 30<sup>th</sup>, the end of the fiscal year. Paid out holiday hours do not count towards overtime. **The Nursing Department** will allow banking of holidays only if the manager has implemented a structured system to ensure an equitable and documented process.
5. **Military Leave-** Benefited employees who are a member of the United States Uniformed Services are entitled to fifteen (15) working days per year for time spent on duty. Time is pro-rated according to FTE %. Military leave will be paid up to the FTE % per week. It is not paid based on the employees normally scheduled shift hours in the period of time.
6. **Funeral Leave-** Benefited employees may request funeral leave when there is a death of an immediate family member such as; mother, father, spouse, child, sibling, father-in-law, mother-in-law, sibling-in-law, grandparent and grandchild. The employee may have three (3) working days or 24 hours for a 100% FTE. The leave time is paid based on the FTE %, not on the employees shift hours normally worked in that period of time.

*(For example, 80% FTE = 19.2 hours)*
7. **Jury Duty-** Staff that is requested to report for jury duty will be paid for the FTE % of the normal workday not for the normal scheduled hours of the shift. To receive this pay the employee must turn the jury duty payment received into their manager /designee, who will then send the check directly to the cashiers office, 150 Student Services Bldg., on campus.
8. **FMLA-** Employees on FMLA must be approved by Human Resources and be able to provide written request from an approved provider, such as the MD. FMLA maximum allowance is 12 weeks per rolling calendar year. Staff is required to use all but ten days of paid vacation leave, pro-rated to FTE %, before they can go into an unpaid leave status for FMLA. This practice guided by the **U of U Policy PPM 5-200.**
9. **Other Leaves-** in some cases other types of leave will be granted to an employee. These leaves will be by approval of HR and guidelines for applying it will come from HR. These leaves may include Administrative Leave, Sabbatical, etc.

10. **“Called Off”**: If an employee arrives at their scheduled shift, works 2 hours or less and then is requested to return home by the supervisor/manager; the employee is considered “called off” and is eligible to be paid 2.0 hours of regular pay.
11. **“Flexed Off”**: When the unit/department has a low patient census, the manager/supervisor may request employees to leave early; this is considered to be “forced flex”. When a forced flex occurs, the employee will be allowed to use comp time, vacation time, or personal leave time. The employee also has the option to take the time as unpaid.
12. **Compensatory (Comp) Time**- Comp time accruals are used per department guidelines. In general, hourly (non-exempt) employees earning overtime should be paid overtime pay in the pay period. If a department chooses to adopt a comp time policy, then these departments may accrue comp time in lieu of overtime payments. The employee should sign the [Compensatory Time Agreement](#) to be paid comp time instead of overtime. (This means that the employee is eligible to earn extra time off). Comp time does not count towards the weekly overtime. Maximum comp time accrual is 50 hours. If comp time is not used at the 50 hour maximum, the comp time will be paid out by the department payroll reporter. Comp time can be used for any leave occasion. Comp time can be paid over the FTE % for the week. **The Nursing Department** does not allow the practice of accruing comp time for clinical staff.
13. **Education Leave**- the University of Utah expects and desires its employees to receive continuing education. When that education does not occur on campus during the work shift, Education leave time is available. Education leave time is paid when time is greater than 1 hour, any day of the week, up to the FTE % for each week. Education leave time is approved and paid by manager discretion and direction. This practice applies equally to all benefited staff. This practice generally applies to staff going to seminars, conferences, and workshops.

#### V. **Approval of new Pay Procedures and Pay Codes**

- A. The use or creation of special pay must be presented to, and approved by, the Service Director of the requesting department, and the appropriate Administrator, prior to contacting the Human Resource Compensation Coordinator.

APPROVAL BODY: Nursing Executive Council, Hospital Operations Council, Hospital Human Resources  
POLICY OWNER: University of Utah Payroll Office

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#### HISTORICAL INFORMATION

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