



# New York Medical College Policy and Procedure Manual

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| <b>Section:</b> PAYROLL   | <b>No.:</b> CO.502        |
|   | <b>Date:</b> May 24, 2005 |
| <b>Subject:</b> Session Hours Reporting for the Graduate School of Basic Medical Sciences and School of Public Health | <b>Page</b> 1 of 6        |
|   | <b>New Policy</b>         |

## I. Purpose

To establish guidelines for the accurate recording of time/hours to be reported on a Graduate School of Basic Medical Sciences (BMS) or School of Public Health (SPH) Session (White) Sheet.

## II. Scope

This policy applies to all College employees except those whose time is charged 100% to a HHC affiliation contract. The latter group utilizes a Certificate of Effort to record their time which is submitted to the Affiliation Administration Office.

Certain items for Collective Bargaining Unit (CBU) employees are governed by the terms and conditions in the appropriate labor agreements.

## III. Definition

### A. Exempt employees (Salaried)

All employees who are exempt from the overtime pay provision in the Fair Labor Standards Act in the broad categories of "white collar" jobs; including but not limited to, faculty, officers, administration, managerial and professional employees.

### B. Non-exempt employees (Hourly)

Employees who are covered by the Fair Labor Standards Act minimum hourly wage and overtime pay provisions for hourly paid employees, including but not limited to clerical, "blue collar", maintenance, semi-skilled workers, technicians.

### C. Collective Bargaining Unit CBU employee (Hourly)

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Union represented employee Collective Bargaining Unit (CBU).

**IV. Policy**

It is the policy of New York Medical College that all employees record/evidence their attendance on Payroll Session (White) Sheet as outlined below.

**V. Procedure**

**A. Payroll Department**

1. Produce a one (1) page bi-weekly **Payroll Session (White) Sheet (Payroll-3)** with the following information:

- a. Name of School
- b. Period beginning and ending dates
- c. Employee names
- d. Employee numbers
- e. Department number
- f. Employee session rate of pay
- g. Employee hours worked
- h. Date(s) / Term Worked
- i. Account to be charged
- j. Amount to be paid

2. Make available Payroll Session (White) Sheet(s) **(Payroll-3)** to both Schools of the College prior to the beginning of the bi-weekly payroll cycle.

**B. Departmental Administrators/Supervisors/Designees**

1. Review the **Payroll Session Sheet (Payroll-3)** and record those employee names and numbers to be paid for that bi-weekly period.

- a. For all College employees who are to be paid on a Payroll Session (White) Sheet for the current pay cycle: please print the employee's name, number, department, session rate of pay,

record hours worked, date/term worked, account to be charged and amount to be paid.

2. At the end of each bi-weekly payroll period supporting documentation for all employees to be paid on a **Payroll Session Sheet (Payroll-3)** be collected and summarized on to the **Payroll-3**.
3. The department to which an employee is permanently assigned (primary department) shall report all time/hours for that employee each pay period. Should time for one (1) employee be divided between two (2) or more locations/departments, the non-primary department will report an employee's time to the primary department which will report all hours for that employee to the Payroll Department, **excluding those Teaching/Session hours worked in either the School of Basic Medical Sciences or School of Public Health.**
  - a. The employee's Personnel Action Form (PAF) **(HR-31)** form should be reviewed periodically by the Primary Departmental Administrators to whom an employee is assigned to ensure that wages are distributed properly.

**C. Recording time/hours**

1. Employees who work Sessions and/or are paid at an hourly rate for a specific function (position number) will report those hours on the right hand side of the Departmental Timesheet under the Hourly Pay Column next to the appropriate position number (in one-quarter (1/4) hour increments) using two decimal places related to function teaching courses, shall report their time on either the School of Basic Medical Sciences or Public Health **Sessions Timesheets (Payroll-3)** as indicated in **Policy CO.502 - Sessions Hours Reporting.**

**D. Departmental Supervisors/designees**

1. Review **Payroll Session Sheet (Payroll-3)** daily for accuracy and completeness.
2. At the end of each bi-weekly payroll period:

- a. Record the number of bi-weekly hours (using two (2) decimal places) in the appropriate column(s) in the HOURS column of the **Payroll Session Sheet (Payroll-3)** based on the employee's submitted and approved hours.

- 1). An employee who works sessions for either school should shall record hours in fifteen minute intervals (rounding to two decimal places of an hour).

Note:

One quarter of an hour (15 minutes) = .25

One half of an hour (30 minutes) = .50

Three quarters of a hour (45 minutes) = .75

- b. Multiple the hours worked by the session rate of pay to determine the amount due employee in each of the columns provided on the **Payroll Session Sheet (Payroll-3)**.
- c. The Preparer must sign and date the **Payroll Session Sheet (Payroll-3)** on the Prepared by line.
- d. Forward the **Payroll Session Sheet (Payroll-3)** to the appropriate Department Head for authorized signature and date.
- e. Forward the original **Payroll Session Sheet (Payroll-3)** to arrive at the Payroll Department no later than 10:00 a.m. on the first business day following the close of the bi-weekly payroll period.
- f. Departments must retain a copy of their **Payroll Session Sheet (Payroll-3)** and all and any supporting documentation for departmental files.

**I. Payroll Department**

1. Review completed **Payroll Session Sheets (Payroll-3)** for appropriate signatures and completeness.
2. **Payroll Session Sheets (Payroll-3)** deemed to be unsatisfactory shall be:
  - a. Brought to the attention of the department supervisor and/or
  - b. Returned to the department supervisor for revision.

**VI. Responsibility**

**A. Employees/designees**

1. Record time/hours as worked
2. Submit necessary supporting documentation to either school at the end of the bi-weekly pay period.

**B. Departmental Administrator / Supervisors / Preparer**

1. Collect supporting documentation of session hours worked including preparation time.
2. Verify the supporting documentation for accuracy and completeness.
3. Record the number of bi-weekly / term hours in the HOURS column of the **Payroll Session Sheet (Payroll-3)**.
4. Multiple the number of Hours worked by the Rate and record the result in the Amount Column for the applicable employee.
5. Sign and date the **Payroll Session Sheet (Payroll-3)**.

6. Forward **Payroll Session Sheet (Payroll-3)** to the departmental Manager for authorized signature and date.
  7. Retain a copy of the **Payroll Session Sheet (Payroll-3)** in departmental files.
  8. Forward completed and approved **Payroll Session Sheet (Payroll-3)** to the Payroll Department.
- C. Managers/Administrators
1. Review **Payroll Session Sheet (Payroll-3)** for accuracy and completeness.
  2. Sign and date the **Payroll Session Sheet (Payroll-3)**.
- D. Human Resources Department
1. Provide advice and guidance with respect to the interpretation and administration of this policy related to Human Resources policies.
- E. Payroll Department
1. Provide **Payroll Session Sheet (Payroll-3)** to schools prior to the beginning of the bi-weekly payroll period.
  2. Review **Payroll Session Sheets (Payroll-3)** for signatures and completeness.
  3. Notify department heads/ Administrators/Supervisors when **Payroll Session Sheets (Payroll-3)** are unsatisfactory.
  4. Provide advice and guidance with respect to the interpretation and administration of this policy related to timekeeping.