

COLLEGE of CHARLESTON

OFFICIAL POLICY

2.4.1

Payroll and Leave Policy Changes

2/3/16

Policy Statement

During the Human Resources/Payroll implementation process for the BATTERY Project, the HR/Payroll team reviewed current policies and procedures. Two important policy changes will coincide with the system go-lives in order to meet state and federal regulations.

The Human Resources and Payroll departments will be using new Banner software beginning December 1, 2009. The first actual payroll will occur on January 15, 2010. Time and leave approvers from each department will receive training on the new system in November. They will then train employees in their areas. Quick reference guides and a tutorial will also be available next month. In December, an open forum will feature a demonstration and time for questions and answers.

Policy Manager and Responsible Department or Office

Human Resources

Policy

POLICY CHANGE: ROUNDING TIME-IN/TIME-OUT IN 15 MINUTE INCREMENTS

All non-exempt employees are required to record their actual time in and actual time out.

This is not a change. The change is from recording in increments of 6 minutes (.10 of an hour) to increments of 15 minutes (.25 of an hour). This is in compliance with the federal labor laws. To ensure that time worked is "averaging out" when using a rounding method to calculate time worked, time will be rounded up and down based on the increment. For example, if the employee reports to work at 8:08 a.m., the employee would be paid for time worked beginning at 8:15 a.m. If he or she clocked in at 9:07 a.m., paid time would begin at 9 a.m.

Please note - Beginning December 1, 2009, all non-exempt employees will begin recording time worked under this new policy using the new online timesheets.
POLICY CHANGE: 37.5 HOUR ACCRUAL VS. 40 HOUR ACCRUAL

Currently, most College of Charleston employees are required to work 37.5 hours per week, but they accrue annual and sick leave based on a 40-hour work week. Beginning January 1, 2010, the leave accrual rate will be based on a 37.5 hour work week to comply with state human resource regulations. This change will be to all permanent employees, exempt and non-exempt, except for employees in the Physical Plant and Department of Public Safety. Due to various work schedules and shifts, employees in these two areas work

in excess of a 37.5 work week and will accrue leave in accordance with hours worked. This change will not result in any loss of leave to the employee. For instance, employees with 1-10 years of service will still receive 15 days of leave per year, and employees with more than 21 years of service will still receive 30 days of leave per year. The payment for unused annual leave time at the time of separation from state employment will not change either. It will still be limited to 45 days.

Please note – Beginning January 1, 2010, each day's total work time must reflect at least

7.5 hours. If a combination of time worked and leave taken are reflected for a specific

day, the total must equal 7.5 hours. If a full day of leave is taken, the leave must be recorded as 7.5 hours.

Example of Leave Pay-Out for the Maximum of 45 days:

Employee Name - Jamie Doe, Job Title - Administrative Assistant, Salary - \$30,000

Current System Calculation: $\$30,000/2080 \text{ hrs in a year (8 hrs per day X 260 work days yearly)} = \14.42 per hour 45 days @ 8 hrs per day = 360 hours $\$14.42 \text{ per hr X 360 hours} = \mathbf{\$5,191.20 \text{ leave pay out}}$

New System Calculation:

$\$30,000/1950 \text{ hrs in a year (7.5 hrs per day X 260 work days yearly)} = \15.38 per hour 45 days @ 7.5 hrs per day = 337.50 hrs $\$15.38 \text{ per hr X 337.50 hours} = \mathbf{\$5,190.75 \text{ leave pay out}}$ (45 cent difference)

If you have any questions regarding these changes, please contact Margie Gamble, Human Resources, 3.5513, gamblem@cofc.edu, or Everett McInnis, Payroll, 3.5737, mcinnise@cofc.edu.

Departments/Offices Affected by the Policy

Type here. Text will automatically wrap.

Procedures Related to the Policy

Type here. Text will automatically wrap.

Related Policies, Documents or Forms

Type here. Text will automatically wrap.

Issue Date:2/3/16

Date of Policy Revision:2/3/16

Next Review Date:10/3/2020

POLICY APPROVAL

(For use by the Office of the Board of Trustees or the Office of the President)

Policy Number: 2.4.1

President or
Chairman, Board of Trustees



Date: 2-3-16