

BOISE STATE UNIVERSITY COLLEGE OF ENGINEERING

CIVIL ENGINEERING HOURLY PAY POLICY

Policy Number CE004-08

Effective Date: April, 2008

Purpose: To define fiscal responsibility for allocation of funds from various sources for hourly pay of individuals in the employ of persons associated with the Civil Engineering Department.

Definition: Permanent departmental personnel are defined as being full time members of the faculty and the Departmental Administrative Assistant.

I. Permanent Departmental Personnel

Permanent departmental personnel, hereafter known as supervisors, who hire or have supplied to them individuals to work under their supervision for part or all of the fiscal year will function as the **Approver** of all hourly payment requests submitted by the individuals in their employ for the duration of the employment of those individuals. All **Approvers** are responsible for the following:

- Obtaining the training to properly use the procedure for payment of individuals on an hourly basis as approved by the University.
- Approving or disapproving submitted payment requests within the time limits as specified in the University approved payment procedure.

Should payment requests be approved by an **Alternate Approver** the supervisor under whom these individuals are employed shall, within one week review the approved payment request. If the payment request is correct, the supervisor should print the time sheet, sign approval, and submit the printed time sheet to Departmental Administrative Assistant to keep on file.

If any of the employees approved by an **Alternate Approver** were paid from grant funds, a copy of the supervisor-approved time sheet must also go to the Sponsored Projects Accounting Office & Renie Hagensen. The preferred method is for the supervisor-signed hard copy to be scanned and emailed to Deniece Berry with a "cc" to Renie Hagensen. Alternatively, hard copies may be sent to Sponsored Projects Accounting/Deniece Berry and Renie Hagensen. It is critical that this process is followed for grant-funded employees for two reasons:

1. It allows us to exempt hourly time sheet employees from effort reporting, which in turn saves the faculty and staff time.
2. Federal grant regulations require that time & labor is approved by the P.I. or someone with direct knowledge of the employee's time.

If the payment request is not correct, the supervisor should immediately notify the employee to go into the system and correct the time sheet. Electronic corrections can only be made to the prior pay period so it is important that the supervisor review the time sheet and notify the employee promptly if there are errors.

- If there are corrections and the supervisor electronically approves the corrected time sheet, no additional action is needed.
- If there are errors and the supervisor and/or employee does not correct them in the electronic system within the two week period, the supervisor will need to contact the University Payroll Office and work with them to correct the problem.

II. Responsibility of the Chair

Should the appropriate supervisor fail to approve or disapprove a payment request within the time limits specified in the University approved payment procedure the Department Chair shall take on the function of **Alternate Approver**. In the roll of **Alternate Approver** the Department Chair takes on no responsibility in determining if the payment requests are correct or accurate. All requests will be assumed to list the proper number of hours worked, and these hours are assumed to be applied to all appropriate accounts. Based upon these assumptions the Department Chair, in the roll of **Alternate Approver** will approve all payment requests unless additional information is brought to the attention of the Department Chair within the time limits specified in the University approved payment procedure.

Upon approval of payment requests the Department Chair, in the roll of **Alternate Approver** will notify the appropriate supervisor that one or more of the individuals they have agreed to supervise has had their time approved.

III. Responsibility of the Departmental Administrative Assistant

Should the appropriate supervisor fail to approve or disapprove a payment request within the time limits specified in the University approved payment procedure, and should the Department Chair be unavailable to function as the **Alternate Approver** then the Departmental Administrative Assistant shall take on the function of **Alternate Approver**. In the roll of **Alternate Approver** the Departmental Administrative Assistant takes on no responsibility in determining if the payment requests are correct or accurate. All requests will be assumed to list the proper number of hours worked, and these hours are assumed to be applied to all appropriate accounts. Based upon these assumptions the Departmental Administrative Assistant, in the roll of **Alternate Approver** will approve all payment requests unless additional information is brought to the attention of the Departmental Administrative Assistant within the time limits specified in the University approved payment procedure.

Upon approval of payment requests the Departmental Administrative Assistant, in the roll of **Alternate Approver** will notify the appropriate permanent departmental personnel that one or more of the individuals they have agreed to supervise has had their time approved.

IV. Responsibility of the Individual Employed on an Hourly Basis

Each individual hired to work under the supervision of permanent departmental personnel shall obtain the training to properly use the procedure for payment of individuals on an hourly basis as approved by the University. It will then be the responsibility of the employed individual to submit correct and accurate hourly payment requests using the procedure for payment of individuals on an hourly basis as approved by the University within the time frame established by said procedure.