

GENERAL DETAILS

BEFORE YOU CAN BE PAID

- A) You must have a valid social security number
 - B) An I-9 form must be completed in Human Resources before **beginning** work
- *** if you do not meet **both** of the above requirements, you are not eligible to be paid***

TEMPORARY EMPLOYMENT AGREEMENT FORM

A Temporary Employment Agreement form must be completed before you can start work.

TIME SHEET DETAILS

1. Pay will be delayed if all information is not complete and in the payroll office by the 17th of the month. Any details omitted will result in the time sheet being returned to the department unprocessed.
2. Daily hours must be rounded to the nearest quarter hour and must be shown as a decimal. The table below shows the minutes within each rounding range and the quarter hour decimal equivalent. For example, 3 hours and 09 minutes would be rounded up to the nearest quarter hour, 3 hours 15 minutes, and would be shown as 3.25 hours. 3 hours and 21 minutes would be rounded down to the nearest quarter hour, 3 hours 15 minutes, and would also be shown as 3.25 hours.

Rounding Table

08 minutes to 22 minutes rounds to one quarter of an hour and should be shown as .25 Example 3.25 hours
23 minutes to 37 minutes rounds to one half of an hour and should be shown as .50 Example 3.50 hours
38 minutes to 52 minutes rounds to three quarters of an hour and should be shown as .75 Example 3.75 hours
53 minutes to 07 minutes rounds to one hour and should be shown as .00. Example 4.00 hours

PAY PERIOD

The payroll period runs from the 15th of the current month thru the 14th of the next month. The paycheck will be available the 15th of the following month. Example, pay period June 15 thru July 14th is paid August 15th.

PAY DAY

Pay will be available the 15th of each month or the last work day prior to the 15th if the 15th falls on a week-end or holiday. Pay will only be available for complete time sheets submitted on time and meeting all necessary requirements.

SAMPLE OF PARTIALLY COMPLETED HOURS SECTION OF A TIMESHEET

UNCA_Time_Sheet_Student_Instructions.pdf