

PAYROLL EXPLANATION

PAY PERIODS

- All employees are paid twice a month (semi-monthly) on the 12th and the 27th. If the 12th or the 27th falls on a weekend or a holiday, pay day is the previous business day. Pay days are circled on the calendar.
- There are 2 pay periods each month:
 - Dates 1 thru 15 are paid on the 27th of the month.
 - Dates 16 thru the end of the month are paid on the 12th of the following month.
 Therefore, *not all pay periods have the same number of days.*
- On the 1st and 16th of each month, Payroll sends out an email giving the time and date that timecards for the pay period just completed will be pulled from MITC. Everyone has until this date to make sure all of their punches/hours are correct in MITC. If a correction needs to be made, it is the employee's responsibility to make sure their supervisor makes the correction *before* this date so the hours are included in the upcoming pay check.
- If, after you have received your pay check, you realize you were not paid for all of your hours, *contact your supervisor* (not Payroll). The supervisor must email Payroll the dates and times that are missing. Those hours will then be added to the next pay check.

OVERTIME

- Overtime is 1.5 times the hourly rate. Overtime hours are any hours worked over 40 between Sunday and Saturday. Don't go by the totals in MITC because there the week starts with the first day of the pay period. In the example below, the first day of the pay period was Wednesday, March 16th.

Wednesday Mar 23rd	Thr 24th	Fri 25th	Sat 26th	Sun 27th	Mon 28th	Tue 29th
<u>9h & 3m ></u>	<u>< 9h & 50m</u>	<u>0h</u>	<u>0h</u>	<u>0h</u>	<u>9h & 2m ></u>	<u>< 20h & 5m ></u>
Total = 48h						

This looks like the employee is owed 8 hours of overtime, but that is incorrect because MITC is adding the hours worked from Wednesday through Tuesday. The hours worked from Sunday through Saturday need to be manually added together—then any hours over 40 are overtime hours.

BENEFIT TIME (for full-time hourly and salaried employees only)

- Vacation, sick, and personal hours start accruing your first day, but you are unable to use any until you have been employed for 90 days.
- Vacation, sick, and personal hours are added and subtracted on each pay day.
- After 2 years of employment and every year after that, employees can carry over 1-year's worth of vacation hours and NO personal hours. Any vacation hours over 1-year's worth will automatically be subtracted at the end of the pay period in which your anniversary falls; any personal hours you have will automatically be subtracted *on* your anniversary so they must be used *before* your anniversary.
- Sick hours are never lost. Employees can accumulate up to 420 sick hours, then they stop accruing.
- If you quit or are terminated, vacation hours *only* are paid out on the last check *if* you have been employed more than 90 days.
- Holidays have 1 line through them on the calendar. Employees are paid for holidays after having been employed 90 days. If you work a 35-hour week, you are paid 7 hours for each holiday; if you work a 40-hour week, you are paid 8 hours for each holiday.