

## Payroll Authorization Instruction Sheet

### I. Definitions

- A. Full Time (FT): Employee working more than 30 hours in a work week.
- B. Part-Time (PT): Employee working less than 25 hours in a work week.
- C. Staff: Employee who works on an hourly basis and is subject to over time.
- D. Administrator (Admin): Employee who works on a salary basis and is exempt from overtime.
- E. Regular: Continuous employee without an end date. Can be full time or part time.
- F. Temporary: Employee working 12 weeks or less. Must have a 6 month break between assignments. Can be full-time or part-time. Can be a staff or admin employee.
- G. Seasonal: Employee working 26 weeks or less. Must have a 6 month break between assignments. Can be full-time or part-time. Can be a staff or admin employee.

### II. Types of Payroll Authorization Forms

#### A Regular New Hire Form

- 1. Human Resources completes this form for all regular FT Admin and Staff employees and for all regular PT Admin and Staff Employees.

#### B Temporary and Seasonal Payroll Authorization Form

- 1. New temporary employee coming to work for only 12 weeks or 26 weeks. Ex: coach, working on a grant, etc.
- 2. Regular Admin employee who is working on an additional assignment outside of normal job duties.
- 3. This form would not be used for staff employees.

#### C One Time Payment Form

- 1. Form used to pay a FT/PT Admin or a FT/PT Faculty performing an activity or task that is one month or less and would come out of budget line 6230. Ex: Faculty attending a conference.
- 2. This form is not used for staff employees and is not used for any on-going assignments.

#### D Part-Time Faculty or Faculty Overload Payroll Authorization Form

- 1. Hiring PT faculty for an academic term
- 2. FT faculty performing an extra on-going assignment that is not part of their contract. Ex: committee work, extra teaching responsibility.

#### E Faculty Request for Contract

- 1. Complete for all FT Faculty members
- 2. Submit to the Provost Office

#### F Professional Service Agreements

- 1. Used for non-employees, such as, Independent Contractors
- 2. Not used for employees or student workers
- 3. Follow the Employee vs Independent Contractors check list

