Payment Plan for Part-Time Hourly Classified Appointments

Part-time, classified hourly employees are paid by the hour. Hours are reported on a time sheet. The Payroll Office will provide initial time sheets.

Hours are paid on a mid-month or "lag" payroll. Time worked from the 16th of the previous month through the 15th of the current month is paid once per month on the last business day of the current month. (ie: Work done September 16th through October 15th is paid on October 31st; work done October 16th through November 15th is paid on November 30th, etc.)

Time sheets are due on the 16th of the current month or the next business day if the 16th falls on a Saturday or Sunday. Time sheets must be signed by the employee and the supervisor to be valid.

Benefits:

- Employees who work at least 80 hours per month are eligible for a prorated insurance contribution. Contributions begin the first month following the receipt of benefit forms and will continue each month the employee has at least 80 paid hours.
- Employees hired for the academic year only will receive a triple contribution in May to cover insurance during the summer months they are not employees.
- Employees are eligible for retirement contributions after 6 full months of employment and 600 work hours.

I have read and understood the Payment Plan for Part-Time Hourly Classified Employees.

_____	_____
Signature	Date
_____	_____
Printed Name	SS# or ID#