PAYROLL SERVICES

Non-Exempt Hourly Staff and Student Employees

Non-exempt employees paid hourly on a bi-weekly basis include:

- Service/Maintenance employees
- Temporary employees
- On-call employees
- Summer-only employees
- ND student employees not on stipends (Undergraduates)

Pay Schedule

The University pays all hourly employees bi-weekly (every other Friday.) The University’s work week begins at 12:00 AM on Saturday morning and ends at 11:59 PM on Friday. Payment occurs on the Friday following the bi-weekly pay period end date.

Payroll Deadlines

Forms

- New Hire forms must be submitted to Human Resources (staff) or Student Employment (students) by Monday at 5:00 PM of the week prior to the applicable pay date in order to pay the employee in the next regular scheduled payroll. Please refer to the Bi-Weekly Payroll Schedule for an outline of pay periods and deadlines.

UltraTime Employee Set Up

- All UltraTime information, such as the Employee Add/Change Form, if necessary, must be submitted to Payroll Services by Friday at 9:00 AM of the bi-weekly pay period end date.

Employee Hours Worked

- Supervisors must review and confirm the hours for their employees in UltraTime by Monday at 9:00 AM following the pay period end date.
- Paper time sheets must be received in Payroll Services by Monday at 9:00 AM following the pay period end date.

Timekeeping

The University utilizes the automated Time and Attendance system, UltraTime, to track time and attendance for hourly employees including students.

Departments that have not yet implemented UltraTime utilize paper time sheets. The time sheets can be retrieved electronically on-line, but employees must print the timesheet and manually enter hours worked. Supervisors approve and sign the completed time sheet prior to mailing or hand-delivering to Payroll Services. (See details on page 2).

For additional information on UltraTime and UltraTime and Payroll related forms, please refer to the UltraTime Channel located on the MyResources tab on InsideND.
Non-Exempt Hourly Staff and Student Employees

Non-exempt hourly staff and student employees record hours worked each pay period by utilizing one of the time-keeping methods below:

- **UltraTime Timeclock:** Employees swipe University-issued ID card through the time clock to record hours and supervisors approve punches electronically.

- **UltraTime WebTime Entry:** Employees enter hours worked electronically, and supervisors electronically approve employee hours.

- **Paper Time Sheet:** Paper time sheets are available only to those hourly employees working in departments that have not yet implemented UltraTime. Employees retrieve their individual time sheet on-line, print a copy, manually record hours worked, and present the completed time sheet to the supervisor for approval and signature. Supervisors then mail or hand deliver the signed form to Payroll Services by the due dates outlined on the bi-weekly payroll schedule.

Employees should print and read both the time sheet instructions and FAQs before attempting to access the on-line time sheet as changes in security settings may be necessary.

***Paper time sheets are not part of the UltraTime electronic time and attendance system and should not be confused with WebTime Entry***

Currently, the method of time keeping varies by department. Supervisors will inform their employees which timekeeping program to use. Eventually all hourly employees will use the UltraTime electronic time and attendance system, as the University is phasing out paper time sheets. Employees will record hours worked using either the UltraTime time clocks or UltraTime WebTime entry and supervisors will approve hours electronically in UltraTime.