



# Payroll: Deadlines, Procedures, and Policies

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

## PAYROLL SUBMISSION SCHEDULE

Monthly timesheets are due by the 8th of every month. Biweekly timesheets are due every other Monday unless otherwise noted due to holiday schedule. Workstudy timesheets are due every other Thursday. The following outlines the current payroll schedule:

2017 FALL DEADLINES		
PAY PERIOD END	WORKSTUDY DUE	BIWEEKLY DUE
#15 – 07/09/17	07/07/17	07/10/17
#16 – 07/23/17	07/21/17	07/24/17
#17 – 08/06/17	08/04/17	08/07/17
#18 – 08/20/17	08/18/17	08/21/17
#19 – 09/03/17	09/01/17	09/04/17
#20 – 09/17/17	09/15/17	09/18/17
#21 – 10/01/17	09/29/17	10/02/17
#22 – 10/15/17	10/13/17	10/16/17
#23 – 10/29/17	10/27/17	10/30/17
#24 – 11/12/17	11/10/17	11/13/17
#25 – 11/26/17	11/22/17	11/27/17
#26 – 12/10/17	12/08/17	12/11/17

HIGHLIGHTED DATES ARE EXCEPTIONS.

Payroll Supervisors in the Clarence Brown should submit their timesheets to Charlotte by 10:00am and make copies for the Production Manager on the due date unless otherwise indicated. Timesheets should be signed by the employee and the supervisor.

## NEW EMPLOYEES

UT policy requires a background check be conducted prior to any offer for employment. Current students and independent contractors are exempted from this requirement. Background checks take an average 48-72 business hours to complete, but may take longer during heavier periods. **No one is eligible to work until a background check comes back clear AND the employee has been EVerified through INS.**

Following completion of background checks, all new employees should complete their paperwork on or before their first day of work. Employees are ineligible to work until they have completed an I-9 form and been EVerified. Federal Law mandates that this form must be completed no later than THE FIRST DAY OF WORK. New employees should be prepared to produce original, current, and valid identification choosing from the list of eligible documents on the I-9 instructions. See Charlotte for a copy of these instructions.

## GRADUATE PAY

See **“GRADUATE PAY”** in the manual BEFORE hiring any graduate student to do any work outside of their normal assistantship hours.

## PAY RATE GUIDELINES

The following are the department’s standard starting pay rates.

\$	7.25	Students	All Students
\$	8.50	Non-Student Un-skilled Labor	House Managers, Crew
\$	10.00	Skilled Non-Student Labor	Stage Hands, Skilled Crew Labor
\$	12.00	Highly Skilled Non-Student Labor	Specialty Skilled Labor

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## PAYROLL SUPERVISORS AND TIMESHEETS

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Template bi-weekly and monthly timesheets are available on the server in the forms folder. Timesheets are to be completed by the shop supervisors based on the information collected from worker's timecards. When completing timesheets, pay should be separated based on funding (e.g. labor budget, rental payroll code, holiday, comp, etc.—each getting a separate line.).

Timesheets for employees working in multiple areas should be completed by the primary supervisor—with time for each area coded separately. This last point is critical to both monitor that the employee is not being over-worked and to ensure that pay is correctly entered. When separate timesheets are filed, employees may not be paid for all hours due to clerical error—many of which are due to the idiosyncrasies of the payroll entry system and cannot be avoided.

**NOTICE: The following sections summarize the official University policies as they affect and apply to the operations of the Department of Theatre and the Clarence Brown Theatre and DO NOT replace, waiver, or override the actual written policies of the University. The full policies may be viewed by searching for the noted policy number at: <http://policy.tennessee.edu>.**

### ANNUAL LEAVE

see HUMAN RESOURCES POLICY HR0305

All regular (non-term) employees accrue Annual Leave. The rate of accrual varies between 1 and 2 days accrued per month based on the position type (exempt/non-exempt) and the length of the employee's service. Annual Leave may only accrue to a certain level before it converts—at a pro-rated amount—into sick leave. Staff of the Clarence Brown Theatre may not use Annual Leave during periods of reduced operations as indicated on the Department Events Calendar until their Compensatory Bank is empty.

### OVERTIME AND COMPENSATORY TIME

see HUMAN RESOURCES POLICY HR0445

All non-exempt employees receive overtime for work above 40 hours per week. Regular (non-term) employees will receive compensatory time in lieu of overtime pay for overtime work in their designated area. Work done on rentals must be paid out and cannot be converted to compensatory time except with the express prior written approval of the Production Manager.

All employees should be aware that University's Overtime Compensation Policy begins with the sentence: "The University can require employees to work overtime." While it is greatly preferred to offer employees the option to turn down overtime, there are times when this is not possible. Non-exempt employees of the Department of Theatre should be advised that it is expected that ALL non-exempt staff in the production areas will have the opportunity to accrue hours of compensatory time during the 44 week production season up to a maximum accrual of 240 hours.

### SICK LEAVE

see HUMAN RESOURCES POLICY HR0380/HR0382

All regular (non-term) employees accrue Sick Leave. The rate of accrual varies between 2 and 8 hours accrued per month based on the "percent effort" worked by an employee (full-time being considered 100% effort). Sick Leave may accrue indefinitely and in some cases affects retirement benefits. Check out the full policy for exact details on how this may affect you.

Employees should also be aware of the Sick Leave Bank. This program allows for workers to contribute a small amount of Sick Leave to a communally shared "Bank". Members of the bank may in the event of a medical issue apply to the bank for additional sick-leave should their own accrued leave prove insufficient. While no one hopes to need that much sick-leave, this policy can provide a kind of "insurance" to keep you "on-the-clock" on the off-chance that you do suffer a major medical calamity. It's a small price to pay for a LOT of peace of mind.

SAMPLE TERM TIMESHEET

**Biweekly Time Report**

Pay Period Ending 06/11/2010

Employee Name Marian Brown Cost Center/WBS E011035  
 Personnel Number 123456 Position Props Artist  
 Weekly Work Hours 40.0 Rate / hour \$12.50

Always confirm that the date is correct



Make sure to include:

1. Shop to be billed
2. OT for overtime
3. Code for rental

Note:  
Term Staff are not eligible for sick or annual leave

Note:  
Rental Codes are listed on the rental summary in the Outlook Calendar or on the Setup Tab in the budget sheets.

Week # 1		29-May	30-May	31-May	1-Jun	2-Jun	3-Jun	4-Jun	Special Pay Units	
Attend/Absence	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total	Code	Units
Prop Shop	8	8	8	8				32	YCL2	Call Pay - 2
OT - Paint Shop					8	10		18	YCLB	Call Pay - B
								0	YCLF	Call Pay - F
								0	YCLI	Call Pay - I
								0	YCLJ	Call Pay - J
								0	YCLK	Call Pay - K
								0	YCLL	Call Pay - L
								0	YCLS	Call Pay - S
								0	YCLT	Call Pay - T
								0	ZOOM	Charge Pay - M
<b>Total:</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>10</b>	<b>0</b>	<b>50</b>		

  

Week # 2		5-Jun	6-Jun	7-Jun	8-Jun	9-Jun	10-Jun	11-Jun	Special Pay Units	
Attend/Absence	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total	Code	Units
Prop Shop	8	8	4	8				28		
ABC - Rental					8			8		
Paint Shop			4					4		
								0		
								0		
								0		
								0		
								0		
<b>Total:</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>40</b>		

<b>Notes:</b> 1) Report all time in hours and hundredths of hours. 2) Use decimals rather than fractions. 3) This report should include absence and attendance hours only for this position. 4) Account for all hours in the employee's normal work day and work week.	<b>Absence Types</b> x = shift indicator (1,2,3) ACX Admin Close (Scheduled) UACX Admin Close (Unscheduled) ALX Annual Leave FLX Bereavement Leave CTOX Compensatory Time Off CLX Court Leave DDX Defered Holiday HXX Holiday MLX Military Leave PDX Personal Day SLX Sick Leave VLX Voting Leave	<b>Attendance Types</b> CTBX Comp Time Banked FML Family Medical Leave RGR Regular Hours WPCR Workers' Comp
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The above is a true statement of hours for attendances/absences for the University of Tennessee for the weeks ending on the dates listed above. Signed and certified to be correct.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Departmental Approver \_\_\_\_\_ Date \_\_\_\_\_

Employee should sign in ink

SAMPLE REGULAR EMPLOYEE TIMESHEET

**Biweekly Time Report**

Pay Period Ending 06/11/2010

Employee Name Clarence Brown Cost Center/WBS E011035  
 Personnel Number 123456 Position Carpenter  
 Weekly Work Hours 40.0 Rate / hour \$12.50

Always confirm that the date is correct



Make sure to include:

1. Payroll Type Code -or-
2. Rental Code

Week # 1		29-May	30-May	31-May	1-Jun	2-Jun	3-Jun	4-Jun	Special Pay Units	
Attend/Absence	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total	Code	Units
RG - Scene Shop	8	8	8	8	8			40	YCL2	Call Pay - 2
CTB - Scene Shop					4	2	4	10	YCLB	Call Pay - B
								0	YCLF	Call Pay - F
								0	YCLI	Call Pay - I
								0	YCLJ	Call Pay - J
								0	YCLK	Call Pay - K
								0	YCLL	Call Pay - L
								0	YCLS	Call Pay - S
								0	YCLT	Call Pay - T
								0	ZOOM	Charge Pay - M
<b>Total:</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>12</b>	<b>10</b>	<b>4</b>	<b>0</b>	<b>50</b>		

  

Week # 2		5-Jun	6-Jun	7-Jun	8-Jun	9-Jun	10-Jun	11-Jun	Special Pay Units	
Attend/Absence	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Total	Code	Units
RG-Scene Shop	8	8	4	8				28		
CTO-Scene Shop					8			8		
SL-Scene Shop			4					4		
								0		
								0		
								0		
								0		
								0		
<b>Total:</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>40</b>		

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Departmental Approver \_\_\_\_\_ Date \_\_\_\_\_

Employee should sign in ink