Payroll FAQs for Managers

WEB TIME ENTRY

- Time card instructions are on the WIKI at http://www.cu-portland.edu/sites/default/files/pdf/Webtime%20Instructions-%20Non-Exempt%20Staff.pdf

- All employees MUST fill out their time card or leave sheet
  - For leave sheets, if PTO is not taken, then enter zero on the first day of the pay period to “advise” payroll/hr that you are stating you worked the entire pay period

- ALL managers MUST review and approve time cards and leave sheets
  - Confirm if PTO was taken and recorded
    - You can click on the leave balance link before viewing a time card to confirm the PTO is available to use
  - Confirm if holiday pay was entered in error
    - Employees with a leave sheet will not have a place to enter Holiday. This is set up by payroll.
  - Confirm hours worked are within reason
    - You can look at the payroll calendar to confirm how many regular hours are in a specific pay period

- You can set up a Proxy, to approve time cards, for when you are on PTO or out of the office. Contact Payroll to assist with this process.

WEB TIME ERRORS

- If an employee receives an error AFTER submitting their time it is due to them entering a wrong password

- If you cannot view any time cards and you are in the correct pay period, ask an employee to open their time card(s). You will not see anything until someone from that payroll has opened one

- It is better, as a supervisor, to “Change Record” instead of return for correction.
  - Employees have a certain window to submit timecards. If a time card is returned for correction employees may not be able to update or submit if outside the time frame.

DEADLINES

- Anything that needs to be processed for a monthly payroll MUST be submitted to Human Resources by the 15th of each month. This will allow time for both HR and Payroll to process and confirm it is paid accordingly

- Payroll calendars are located on the WIKI at http://www.cu-portland.edu/student-affairs/finance-office/payroll
BREAKS and LUNCHES*

- Rest periods and lunch breaks are an Oregon law and hourly employees cannot work through breaks or lunches without extenuating circumstances. Managers must get prior approval from Human Resources before having an employee work through these rest periods.

- Employees need to be aware that they are putting the University at risk if they do not take their rest periods and lunch break. Note: the law does state an employee can be written up, even up to and including termination, for not following the law and regulation.

- All non-exempt (hourly) employees MUST take their breaks
  - Oregon law requires a rest period of no less than 10 minutes
  - In an 8 hour shift the rest period should happen between hour 2 and hour 4 then another between hour 6 and hour 8
  - If an employee works other than an 8 hour shift please contact payroll to advise of the laws for breaks
  - Do not count any chapel time as a rest break. This is a benefit to our employees.

- All non-exempt (hourly) employees MUST take their lunch
  - Oregon law requires a meal period of no less than 30 minutes for a 6 hour shift or more
  - The meal period should happen after the second hour worked and END before the fifth hour worked
  - If an employee works other than an 8 hour shift please contact payroll to advise of the laws for lunches

OTHER

- The payroll department is happy to join your department meeting to speak to payroll laws, rules, and regulations. We are also happy to show employees Web time and explain why this is a necessary step as an employee.

- Payroll can best be contacted at payroll@cu-portland.edu OR 503-280-8650.

- Due to our industry we cannot offer Comp time. However, adjustments to a work schedule can be made as long as it is within the same work week

- If you hire a new supervisor suggest they visit with Payroll on how to view and approve time cards

- When updating, adding, or changing supervisors the EAF MUST state each employee that will need updating.

*Idaho does not have any restrictions for breaks or lunches. Our Idaho employees, however, are encouraged to still take the rest and lunch breaks.

If you have employees in any other state, please reach out to Payroll for the laws, rules and regulations