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<th>Job Forms Due 2 PM</th>
<th>Timesheets Due 12 PM</th>
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<td>09-Dec-07 to 22-Dec-07</td>
<td>12-Dec-07</td>
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<td>7 8 9 10 11 12 13</td>
<td>14 15 16 17 18 19 20</td>
<td>21 22 23 24 25 26 27</td>
<td>28 29 30 31</td>
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</tbody>
</table>

**November 2007**

**HR Processing Calendar**

**1**
- Adj Pulls to SW by 11:30 am
- Nn/Nt Derr/Dcon/Rextrct
- Nt: Hr/Rs/Dov/Prf/Lv/Cle
- Nt: hr-phr2giv
- Run Month End Reports

**2**
- Noon Derr/Dcon/Rextrct

**3**
- RUN R23 & REPORTS

**4**

**5**

**6**
- TIMESHEETS R25
- R23 Pulls to SW by Noon
- ADJ86 (R21-R24)

**7**
- Adj Pulls to SW by 11:30 am

**8**
- ADJ87 (CY07 R01-R14 Adj & CY07 R21-R24 - No R01-R14 LRs

**9**
- Fin Aid Feed - No R22-R23 Adj/LR Entry until 10 am
- Adj Pulls to SW by 11:30 am
- R23 PAYDAY

**10**
- RUN R24 & REPORTS

**11**
- Run Intl Phptime R24
- Nn/Nt Derr/Dcon/Rextrct
- ADJ88 (R22-R25)

**12**
- Adj Pulls to SW by 11:30 am
- Nn/Nt Derr/Dcon/Rextrct
- Nt: hr-phr2giv

**13**
- Nn/Nt Derr/Dcon/Rextrct
- 2 pm MTE (GI)
- ADJ89 (R15-R25)
- Nt: Hour/Reas/DedOv/
- Prof/Leav/Calc processes
- Nt: hr-phr2giv

**14**
- Noon Derr/Dcon/Rextrct
- RUN R24 & REPORTS

**15**
- Adj Pulls to SW by 11:30 am
- Nn/Nt Derr/Dcon/Rextrct
- Nt: Hour/Reas/DedOv/
- Prof/Leav/Calc processes
- Nt: hr-phr2giv

**16**
- Adj Pulls to SW by 11:30 am
- Nn/Nt Derr/Dcon/Rextrct
- Nt: Hr/Rs/Dov/Prf/Lv/Cle
- Nt: hr-phr2giv

**17**
- Run Intl Phptime R25
- Nn/Nt Derr/Dcon/Rextrct
- ADJ91 (R23-R26)

**18**
- Run Personnel Error Rpts

**19**
- TIMESHEETS R26
- R24 Pulls to SW by Noon
- ADJ90 (R22-R25)
- Nt: hr-step-job-exists

**20**
- Adj Pulls to SW by 11:30 am

**21**
- THANKSGIVING DAY
- HOLIDAY
- R24 PAYDAY

**22**
- NO R24 Adjustment Entry

**23**
- RUN R24 & REPORTS

**24**
- STEP INCREASE PROCESS

**25**
- Adj Pulls to SW by 11:30 am
- Nn/Nt Derr/Dcon/Rextrct
- ADJ92 (R15-R26)
- Nt: Hour/Reas/DedOv/
- Prof/Leav/Calc processes
- Nt: hr-phr2giv

**26**
- NO R25 Adjustment Entry

**27**
- Adj Pulls to SW by 11:30 am
- Nn/Nt Derr/Dcon/Rextrct
- ADJ93 (R23-R26)
- Nt: Hour/Reas/DedOv/
- Prof/Leav/Calc processes
- Nt: hr-phr2giv

**28**
- Adj Pulls to SW by 11:30 am
- Nn/Nt Derr/Dcon/Rextrct
- Nt: Hr/Rs/Dov/Prf/Lv/Cle
- Nt: hr-phr2giv

**29**
- Adj Pulls to SW by 11:30 am
- Nn/Nt Derr/Dcon/Rextrct
- Run Month End Reports
- Nt: Hr/Rs/Dov/Prf/Lv/Cle
- Nt: hr-phr2giv

**30**
- Noon Derr/Dcon/Rextrct

**Revised by SWOHR on 9/06/07**
## Time Sheet for Bi-Weekly Payroll

**University of Alaska**

### Employee Information
- **Override Distribution**
- **Pay No**
- **Pay Period Ending Date**
- **Employee Name (Last, First, Mid.)**
- **Employee ID**
- **TK. Location**

### Week One

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<th>ECLS</th>
<th>EC.</th>
<th>Total Hours</th>
<th>Assign. Max. Hrs.</th>
<th>Dist. Of Pay</th>
<th>Fund</th>
<th>Org.</th>
<th>Acct</th>
<th>Prog</th>
<th>Actv</th>
<th>PCN.</th>
<th>Sur.</th>
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**Override Labor Distribution**: 

**Override Generated Pay**: 

When claiming leave and/or overtime please indicate earnings code in the appropriate boxes above.

### Leave Earnings Code
- **400**: Holiday Leave
- **420**: Personal Holiday
- **440**: Jury Duty
- **450**: Military Leave
- **500**: Annual Leave
- **550**: Sick Leave
- **621**: Worker's Comp
- **651**: Leave Without Pay
- **300**: Overtime
- **305**: Overtime - Student
- **320**: Shift Differential

### Original: Regional Payroll

**Employee Signature**

**Supervisor Signature**

The above signatures certify actual hours worked or authorized leave taken on the days specified.
## Exempt Effort/Leave Report for Bi-Weekly Payroll

**University of Alaska**

<table>
<thead>
<tr>
<th>PAY NO</th>
<th>PAYPERIOD ENDING DATE</th>
<th>EMPLOYEE NAME (LAST, FIRST, MID.)</th>
<th>EMPLOYEE ID</th>
<th>TK. LOCATION</th>
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</table>

### Reportable Leave Usage

**Dates for Payperiod**

| *LEAVE EARN CODE | TOTAL HOURS | SUN | MON | TUE | WED | THU | FRI | SAT | SUN | MON | TUE | WED | THU | FRI | SAT |
|------------------|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                  |             |     |     |     |     |     |     |     |     |     |     |     |     |     |     |     |

**Percentage of Effort**

Complete section below if the reportable percent of effort (excluding reportable leave claimed above and faculty time-off) for the current period differs significantly from the budgeted percent of effort below when considered in conjunction with other reporting periods.

Overwrite labor distribution

### Exempt Earnings Codes

- 440 - Jury Duty Leave
- 450 - Military Leave
- 500 - Annual Leave
- 550 - Sick Leave
- 621 - Worker's Comp
- 651 - Leave Without Pay

**Percent of Effort**

Percent of effort must total 100% for each PCN.

Original: Regional Payroll  Revised: Sept. 5, 2000

Employee Signature  Department Head or Designee Signature

The above signatures certify that the reportable leave usage claimed is true and correct, and the percentage of effort distribution is equitable when considered in conjunction with other reporting periods.
## E-Class Cross Reference Chart

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- **X** May be in these eclasses simultaneously
- **May NOT be in these eclasses simultaneously**
- **Possible to be in these eclasses simultaneously ONLY with director's approval**
Fact Sheet #17: Exemption for Executive, Administrative, Professional, & Outside Sales Employees Under the Fair Labor Standards Act (FLSA)

This fact sheet provides general information concerning the exemption provided by Section 13(a)(1) of the FLSA as defined by Regulations, 29 CFR Part 541.

Characteristics

Section 13(a)(1) of the FLSA exempts executive, administrative, professional, and outside sales employees from the minimum wage and overtime requirements of the FLSA, provided they meet certain tests regarding job duties and responsibilities and are compensated "on a salary basis" at not less than stated amounts. Subject to certain exceptions set forth in the regulations, in order to be considered "salaried", employees must receive their full salary for any workweek in which they perform any work without regard to the number of days or hours worked. This rule applies to each exemption that has a salary requirement (outside sales employees, and certain licensed or certified doctors, lawyers and teachers have no salary requirement. For certain computer-related occupations under the professional exemption, they need not be paid a salary if they are paid on an hourly basis at a rate not less than $27.63 per hour). The special requirements which apply to each category of employees are summarized below.

Executive Exemption

Applicable to employees who have management as their primary duty; who direct the work of two or more full-time employees; who have the authority to hire and fire or make recommendations regarding decisions affecting the employment status of others; who regularly exercise a high degree of independent judgment in their work; who receive a salary which meets the requirements of the exemption; and who do not devote more than 20% of their time to non-management functions (40% in retail and service establishments).

Administrative Exemption

Applicable to employees who perform office or non-manual work which is directly related to the management policies or general business operations of their employer or their employer's customers, or perform such functions in the administration of an educational establishment; who regularly exercise discretion and judgment in their work; who either assist a proprietor or executive, perform specialized or technical work, or execute special assignments; who receive a salary which meets the requirements of the exemption; and who do not devote more than 20% of their time to work other than that described above (40% in retail and service establishments).

Professional Exemption

Applicable to employees who perform work requiring advanced knowledge and education, work in an artistic field which is original and creative, work as a teacher, or work as a computer system analyst, programmer, software engineer, or similarly skilled worker in the computer software field; who regularly exercise discretion and judgment;
who perform work which is intellectual and varied in character, the accomplishment of which cannot be standardized as to time; who receive a salary which meets the requirements of the exemption (except doctors, lawyers, teachers and certain computer occupations); and who do not devote more than 20% of their time to work other than that described above.

**Outside Sales Exemption**

Applicable to employees who engage in making sales or obtaining orders away from their employer's place of business and who do not devote more than 20% of the hours worked by non-exempt employees of the employer to work other than the making of such sales.

**Typical Problems**

Some problems and misconceptions which are commonly found in the application of the Section 13(a)(1) exemptions are:

- Employers without a formal sick leave policy docking salaried, exempt employees for time missed from work because of sickness.
- Employees not receiving full salary payments each week.
- Employees performing routine production type duties that seem related to general business operations but which have no bearing on setting of management policies.
- Employees who hold degrees performing jobs which are not professional in nature or to which the degree they hold is not applicable.
- Employers confusing acquired job skills with the exercise of independent judgment and discretion.
- Employees placed on salary and classified as exempt without regard to duties or percentage of time spent in exempt duties.

Fair Pay Fact Sheet by Exemption Under the Fair Labor Standards Act (FLSA)

**Fact Sheet #17G: Salary Basis Requirement and the Part 541 Exemptions Under the Fair Labor Standards Act (FLSA)**

This fact sheet provides general information on the exemption from minimum wage and overtime pay provided by Section 13(a)(1) of the Fair Labor Standards Act as defined by Regulations, 29 CFR Part 541.

The FLSA requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek.

However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional, and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees. To qualify for exemption, employees generally must meet certain tests regarding their job duties and be paid on a salary basis at not less than $455 per week. Job titles do not determine exempt status. In order for an exemption
to apply, an employee’s specific job duties and salary must meet all the requirements of the Department’s regulations.

See other fact sheets in this series for more information on the exemptions for executive, administrative, professional, computer, and outside sales employees.

**Salary Basis Requirement**

To qualify for exemption, employees generally must be paid at not less than $455 per week on a salary basis. These salary requirements do not apply to outside sales employees, teachers, and employees practicing law or medicine. Exempt computer employees may be paid at least $455 on a salary basis or on an hourly basis at a rate not less than $27.63 an hour.

Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period on a weekly, or less frequent, basis. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee’s work. Subject to exceptions listed below, an exempt employee must receive the full salary for any week in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work. If the employer makes deductions from an employee’s predetermined salary, i.e., because of the operating requirements of the business, that employee is not paid on a “salary basis.” If the employee is ready, willing and able to work, deductions may not be made for time when work is not available.

**Circumstances in Which the Employer May Make Deductions from Pay**

Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; for penalties imposed in good faith for infractions of safety rules of major significance; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, an employer is not required to pay the full salary in the initial or terminal week of employment, or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act.

**Effect of Improper Deductions from Salary**

The employer will lose the exemption if it has an “actual practice” of making improper deductions from salary. Factors to consider when determining whether an employer has an actual practice of making improper deductions include, but are not limited to: the number of improper deductions, particularly as compared to the number of employee infractions warranting deductions; the time period during which the employer made improper deductions; the number and geographic location of both the employees whose salary was improperly reduced and the managers responsible; and whether the employer has a clearly communicated policy permitting or prohibiting improper deductions. If an “actual practice” is found, the exemption is lost during the time period of the deductions
for employees in the same job classification working for the same managers responsible for the improper deductions.

Isolated or inadvertent improper deductions will not result in loss of the exemption if the employer reimburses the employee for the improper deductions.

**Safe Harbor**

If an employer (1) has a clearly communicated policy prohibiting improper deductions and including a complaint mechanism, (2) reimburses employees for any improper deductions, and (3) makes a good faith commitment to comply in the future, the employer will not lose the exemption for any employees unless the employer willfully violates the policy by continuing the improper deductions after receiving employee complaints.

**Fee Basis**

Administrative, professional and computer employees may be paid on a “fee basis” rather than on a salary basis. If the employee is paid an agreed sum for a single job, regardless of the time required for its completion, the employee will be considered to be paid on a “fee basis.” A fee payment is generally paid for a unique job, rather than for a series of jobs repeated a number of times and for which identical payments repeatedly are made. To determine whether the fee payment meets the minimum salary level requirement, the test is to consider the time worked on the job and determine whether the payment is at a rate that would amount to at least $455 per week if the employee worked 40 hours. For example, an artist paid $250 for a picture that took 20 hours to complete meets the minimum salary requirement since the rate would yield $500 if 40 hours were worked.
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Extended Queries

How get to the documentation for extended queries:
Go to SW Financial Systems website at [http://www.alaska.edu/controller/financial-systems](http://www.alaska.edu/controller/financial-systems). Click on the Banner Finance link, and click on the drop down menu Tips and Tricks for Finance. This brings up the Extended Queries on-Line detail & samples.
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