

OFFICE OF FINANCE AND ADMINISTRATION

I'm a salaried (exempt) employee. What do I need to know about Payroll?

New Hire Paperwork	<ul style="list-style-type: none"> • Report to Human Resources to complete the necessary new hire paperwork before beginning employment.
Vacation Leave	<ul style="list-style-type: none"> • All employees receiving their vacation time in advance should understand that they are being given access to their vacation leave prior to actually having earned it. • If an employee should terminate employment having used more vacation than they earned, they shall reimburse the University for the over usage (by direct deduction from their paycheck or if insufficient, by immediate repayment.) • Unused earned vacation time shall be paid to the employee in the event of employment termination. • Regular full and half time 12 month faculty and professional staff are advanced 20 days of vacation leave each fiscal year beginning June 1st. • At the start of employment, vacation leave is prorated for the fiscal year according to the date of hire.
Sick Leave	<ul style="list-style-type: none"> • Sick leave is earned on a monthly prorated basis and is earned on the basis of completed calendar months of service. • Sick leave balances are not payable upon employment termination. • Regular full-time personnel earn sick leave at the rate of eight hours for each completed calendar month of service. • Regular half-time employees earn one half the sick leave earned by their full time counterparts.
Personal Leave	<ul style="list-style-type: none"> • Regular full time employees earn 8 hours of personal leave upon attaining one year of continuous service. • Regular half time employees earn 4 hours of personal leave upon attaining one year of continuous service. • Personal leave must be used within the anniversary year following the earning. • Any personal leave not used before the following anniversary date will be lost. • Personal leave is not payable upon employment termination.
Maine Earned Paid Leave (MEPL)	<ul style="list-style-type: none"> • Temporary Salaried Employees, Adjunct Faculty, and Nine- and Ten-Month Regular Full- and Half-Time Faculty earn one (1) hour for each week of work. Work performed within the UNE seven day work week of Sunday through Saturday results in 1 hour of MEPL earned, irrespective of the number of actual hours worked. Therefore, for every semi-monthly pay period worked, UNE will provide 2.25 hours of earned MEPL to accumulate a maximum of forty (40) hours in a year. • A maximum of forty (40) hours of accumulated and unused MEPL may carry over to the subsequent year. MEPL can be used in increments of at least one quarter hour. • The one year period for determining the accrual, usage and carryover provisions of the policy is based upon the employee's UNE employment anniversary date. • The waiting period for eligibility to use MEPL is upon 90 days from start of employment at UNE. • MEPL can be used for any purpose such as emergency, illness, sudden necessity, planned time off. • Reasonable notice must be provided by the employee for the supervisor prior to MEPL usage, except in the case of absence due to emergency, illness or sudden necessity. Supervisors may not require more than four weeks of notice for planned absences. Other than leave for an emergency, illness, or sudden necessity, departments may establish scheduling guidelines to avoid situations where multiple absences

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	<p>impact the university’s business and educational needs. The University may refuse requested time off that interferes with business or educational needs. Please check with your supervisor for specific departmental requirements.</p> <ul style="list-style-type: none"> • For cases of absence due to sudden illness or emergency that last for three days or more, UNE may request medical certification. • MEPL is not earned when the employee is not working such when no worked is being performed, off-contract or breaks in employment service at UNE. • MEPL can only be used to cover for regular work time missed and not as additional income over and above regular contracted income. • If an administrative closing day occurs while an employee is on MEPL, that MEPL will be charged to the employee’s MEPL bank. • MEPL will cease to accrue when an employee has been on a leave of absence, for any reason, for one calendar month. A leave of absence for MEPL is defined by not having physically worked at least one day in that calendar month. • If an MEPL eligible employee returns to work at UNE within one (1) year of ending their employment with UNE, they will have their prior MEPL balance reinstated. MEPL cannot be used after an employee’s last day physically worked and MEPL is not payable upon employment termination.
Funeral and Bereavement Leave	<ul style="list-style-type: none"> • One day off with pay for regular full & half-time employees to attend the funeral of parents, spouse, children, step parents, stepchildren, siblings, step siblings, grandparents, grandchildren, current in-laws (inclusive only of father, mother, brother, sister, son and daughter in-laws), or life partner. • Up to four days of additional paid time off for regular full & half-time employee’s bereavement for the death of a parent, spouse, child, stepchild, or life partner. • Funeral time and bereavement time is to be accounted for on leave reports.
Holiday Pay	<ul style="list-style-type: none"> • Regular full and regular half time employees are paid at their regular rate of pay for any holiday observed by the University. The holiday hours entitled for payment are as follows: <i>Regularly scheduled weekly work hours for... Holiday hours available for each holiday</i> Regular half-time employees: 4 hours Regular full time employees: 8 hours • In the event that the University scheduled holiday falls on a day of the week that is not within the employee’s normal work schedule, the employee is eligible to use the holiday on an alternate day during <u>that</u> workweek. • The employee’s supervisor shall approve the alternate day to use the holiday time.
Reporting Leave Time	<ul style="list-style-type: none"> • At the end of each month, exempt employees must report all leave time used (e.g. sick, vacation, personal, etc) during that month to the person designated in their department that will in turn submit the departmental leave report to the Payroll Office.

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	<ul style="list-style-type: none"> • Complete the "Salaried Employee Leave Report" form which can be found on U-Online and at V:\UNEDOCS\Human Resources\Leave Reporting\Salaried Employee Leave Report. • Since used leave time is reported at the end of the month, it is deducted the first payroll of the following month so your leave balances in U-Online will be updated by the 15th of that following month.
Direct Deposit	<ul style="list-style-type: none"> • Direct deposit is mandatory. • You can establish and manage your direct deposit accounts via U-Online. To access the self-service feature log into U-Online and select 'Employee Services', 'Pay Information', 'Direct Deposit Allocation' and 'Update Direct Deposit Allocation'. • Instructions, if needed, have been saved on U-Online in that 'Direct Deposit Allocation' section under 'Help' in the upper right hand corner. • Please check on the box for Payroll to have your Payroll check automatically deposited (not just Accounts Payable).
W-4s	<ul style="list-style-type: none"> • If you want to make a change to either your Federal or State W-4, you will need to complete the appropriate W-4 and submit the original form to the Payroll Office. • The Payroll Office must have the original form in order to make your requested change. • Federal and State W-4s can be found on U-Online or under V:\UNEDocs\Payroll.
Pay Date & Pay Statements	<ul style="list-style-type: none"> • Pay date is on a semi-monthly salary basis, on the 15th and 30th of each month. • If the 15th or 30th falls on a weekend, a University holiday, or banking holiday, the pay day will be changed to the University's working day immediately preceding the weekend or holiday. • You can view your pay and print your pay stubs from U-Online. • If you are having trouble accessing U-Online, contact the ITS Department.
Contact Information	<ul style="list-style-type: none"> • Please do not hesitate to contact a member of the Payroll Office with any questions you may have or through e-mail at payroll@une.edu • Human Resources can be reached at hr@une.edu • U-Online can be accessed at http://U-Online.une.edu/ • For technical issues or password resets, contact ITS at (207) 602-2487 (for both campuses)

****This is an overview of the most common payroll related items for salary (exempt) employees. For more comprehensive information, please refer to the Personnel Handbook on the Human Resources Website, as well as other resource documents, available under: V:\UNEDocs\Payroll and V:\UNEDOCS\Human Resources and U-Online.*