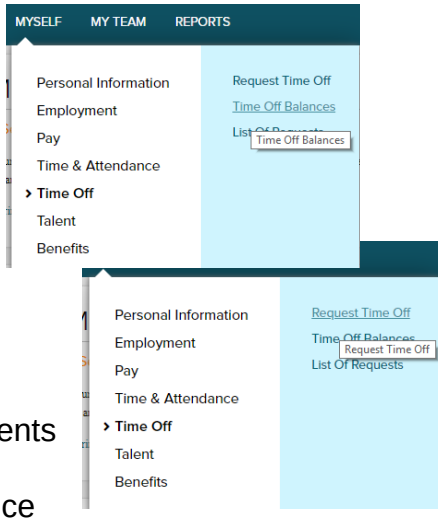
Basic Payroll Facts You Will Want to Understand as Adult Employee Manager

- **Salaried (Exempt) Employees**: Pay day is on the 25th of every month for work performed for the entire month. If a pay date falls on a weekend, the paycheck will be issued on the previous Friday. If a pay date falls on a holiday (i.e. Dec 25th), the paycheck will be issued on the last day in the business work week before the holiday (Dec. 23rd).
- **Hourly/Semi-monthly paid "non-exempt" employees:**
- The work week is from Sunday – Saturday. Over-time must be approved by Dept head.
- Overtime is based on a 40 hour work week – not per day.
- There are 2 pay periods
    1. 19th – 3rd – which gets paid on 10th of each month (unless falls on weekend or holiday)
    2. 4th – 19th – which gets paid on 25th of each month (unless falls on weekend or holiday)
- Managers will get pay period reminders to alert them when their employee's edits are due. Please try not to wait until the last minute to make your edits. It is best to keep current so missed punches and paid time off accruals can be easily added.
- Rounding – hourly staff whom have chosen to have their time rounded, are rounded to the nearest 1/10 of an hour.

Paid-Leave Benefits: Principia provides generous paid-leave programs to support work/life balance. The programs also provide a limited safeguard so that weekly pay for non-exempt staff does not fall below the regularly scheduled hours for any pay period in which such leave benefits are utilized. (For more information on all the Paid Leave benefits, see the HR



- **Vacation and Personal Days** should be requested in Advance, if known. Otherwise you would enter it in their timecard.
- Normally, **Health Leave** hours should be entered by the supervisor since it's not something that's planned in advance. BUT, we know in the cases planned appointments can be requested by the employee in advance.
- Any **vacation or personal days** not requested in advance should be requested by your employee verbally or in an email. You should never assume the employee wants you to fill in their week unless requested. This is done to make them "whole" or bring them up to 40 hours (normally) for the work week.
- **Closed Campus** – available only to benefit eligible employees when inclement weather or other circumstances closes their campus. These hours are not to take an employee over their normal work day, UNLESS they are considered by HR to be "essential services". If a non-essential employee works on a snow day,

weather hours can only be added to bring them to their normal work day, as scheduled. These hours should not take an employee over their normal work week.

- **Christian Science Association:**

1. **ASSOCIATION**

The Policy Reads:

- **Association**: Principia provides one (1) day off with pay* (8 hours, prorated for part-time employees) when you attend your Christian Science Association.

*Paid leave is granted only when travel to association occurs during a scheduled working period. This time does not accrue or rollover and is not paid out when you leave.

Bereavement:

2. **BEREAVEMENT**

The Policy Reads:

Upon the death of a family member (as defined below), Principia provides paid time off for grieving, attending a funeral, and making funeral arrangements.

- Spouse or child: up to two (2) weeks
- Immediate family member (parent, grandparent, grandchild, sibling, spouse's family member as defined here, miscarriage): up to three (3) days.
- Non-Immediate family member (cousin, aunt, uncle, spouse's family as defined here): up to one (1) day.

- THERE IS NO COMP TIME at Principia. If a non-exempt employee works over 40 hours in a work week, they must be paid OT. It is the responsibility of Managers to avoid OT as much as possible. Please try to use flex time as much as possible if long hours are needed during certain parts of the week.

- **Paid Leave Benefit Adjustments**: PTO Benefit Accruals are not intended to take an employee over their 40 - hour work week, only to make them whole for their normally scheduled work week. Managers must make adjustments to employee's time off entered into Time & Attendance if employee's actual work hours + Paid Leave takes them over contracted work week hours.

- **Paid Leave Benefit Hours**–Benefit Accruals DO NOT COUNT towards an employee's over-time calculations. If extra time is needed and an employee has Paid Leave Hours in the week, OT will only be calculated on the actual hours worked, no Paid Leave Hours are used.

- **Holidays:** Benefit eligible faculty & staff are also paid for certain holidays each year instead of using personal or vacation time. Here is the holiday schedule link

http://www.principia.edu/hr/holidays. This list does change each year, so you should watch for updates on the HR Website**.**

- For other type of available PTO see the Benefits Guide at **https://principia.eebenefits.site/**