UT Payroll Procedures

Because a large percentage of the University's financial resources is expended on employees' pay, maintaining adequate control of the payroll function is important. Properly managing this function is also necessary to ensure the accurate and timely payment of salaries and wages.

Time Keeping Record Requirements

Pursuant to UT policy FI0930- Payroll, with the exception of nine-month faculty, employees are required to promptly report hours worked and/or leave used. This information must be recorded on formal leave reports, such as timesheets, timecards, IRIS Employee Self Service, time records in the Kronos timekeeping system or another appropriate form.
The following information must be recorded:

- Non-exempt employees: Non-exempt employees must not complete the timesheet based on their planned work schedule. They should record the actual time worked and actual time absent for each biweekly pay period.
- Exempt employees: Exempt employees should record the actual time absent for each monthly pay period.

If a time card machine is used, it must be placed in a location where it can be monitored for abuse. As detailed in UT policy FI0120 – Records Management, all bi-weekly time records (hard copy or electronic) should be maintained within the department for 3 years.

Time Keeping Record Approvals

The employee must sign and date their attendance record at the end of each pay period (bi-weekly or monthly). The departmental approver must also approve and date this record at the end of each pay period. Electronic approvals are permissible. The approver should have knowledge of the actual time worked and absences taken by the employee.

If a change is made to the attendance record after it has been approved, the employee and approver must initial the change or the form must be approved again. After approval, the attendance record should be routed to the departmental "timekeeper" for entry into IRIS and they should not be returned to the employee. Once IRIS time entries have been released by the timekeeper, the workflow system will create a notification to be sent to the approver letting him or her know that there are time entries requiring approval. All time approval requests can be reviewed and executed within the IRIS inbox of approvers.

Payroll Approval Deadlines

Exempt/monthly time records should be approved and processed in the IRIS system immediately following the payroll cycle.

Non-exempt/Bi-weekly payroll must be fully approved for all non-exempt employees by each established UT payroll deadline to ensure timely and accurate payment to employees.

Payroll approvers will need to access their IRIS inbox and approve bi-weekly time by stated deadlines after it has been entered and released by the departmental time keeper or by the employee via the IRIS Employee Self Service functionality.

Overtime Compensation for Non-exempt Employees

Pursuant to UT policy HR0445 – Overtime Compensation, any work by a non-exempt student or staff employee that exceeds 40 hours in a work week is considered "overtime." The university's workweek begins at 12:00 a.m. Monday and concludes at 11:59 p.m. Sunday. Supervisors may require employees to work overtime. An employee who wishes to work overtime voluntarily must first receive approval from an appropriate supervisor. No employee is authorized to work overtime without first receiving either instruction or approval from an appropriate supervisor. However, in rare instances in which prior approval of overtime is not feasible to meet service/operational needs, all overtime hours worked by an employee must be reported and recorded accordingly for the work week in which it occurred.

When an eligible employee works overtime, the university will provide compensatory time in accordance with this policy, unless campus procedure or department practice provides for the payment of monetary compensation.

Related UT Policies
HR0305 – Annual Leave (Vacation)
HR0380 – Sick Leave
HR0320 – Administrative Closings
HR0350 – Holidays
HR0355 – Leave of Absence
HR0399 – Organ Donation Leave
HR0370 – Military Leave
HR0338 – Family and Medical Leave
HR0340 – Funeral and Bereavement Leave
HR0395 – Time Off To Vote

Please contact Jina Johnson by email at jina-johnson@utc.edu or by calling 423-425-4014 with any questions you might have about the information outlined above.