

**Responsible Office: Payroll**

Applies to: Faculty, staff, student employees and casual/temporary employees

**Policy**

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It is the policy of Denison University to pay for all hours worked as outlined by the U.S. Fair Labor Standards Act (FLSA) of 1938, and all policies established within the university will adhere to this Act.

**Payroll Deductions**

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The university is required by law to deduct the following from your wages: Federal, state, local school district income taxes; Village of Granville taxes\*; Medicare; and Social Security. It is the employees' responsibility to advise the payroll office of any changes to their exemptions or a change in place of residence to ensure proper school district and state taxes are withheld. Please contact the payroll office at [Payroll@denison.edu](mailto:Payroll@denison.edu).

Deductions for employee contributions to staff benefit programs are made upon your enrollment and authorization. It is the practice of the university to make only those deductions required by statute or by court order and certain other deductions authorized by you and the university, such as United Way, rent for Denison-owned housing, and special gift contributions to Denison.

\* Fully remote employees are not subject to Village of Granville tax.

**Pay Period & Timesheets**

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To ensure compliance with the FLSA, each employee must accurately report all hours worked and absences at the end of each pay period. If you need assistance with your timesheet, please contact your supervisor or the payroll office.

Administrative staff are not required to complete electronic timesheets, and salaries are paid on the 25<sup>th</sup> of each month or the last working day before the 25<sup>th</sup> if the latter falls on a Saturday, Sunday, or holiday.

Support operating staff (SOS), student employees, and casual/temporary employees are paid biweekly; payday is the Friday following the end of the pay period.

The work week is a seven-day period beginning at 12 a.m. on Sunday and ending the following Saturday at 11:59 p.m. Electronic timesheets are accessed online through Denison Self-Service and must be submitted by noon on the Monday immediately following the pay period end date. Employees are responsible for accurately recording attendance and hours worked each scheduled workday and ensuring that electronic timesheets are submitted to their supervisor by the deadline. Supervisors are required to review timesheets for accuracy and approve timesheets by noon the following day. If a payday falls on a holiday, employees will be notified when timesheets are due and are paid on the last working day before the holiday.

If an employee fails to submit their electronic timesheet by the deadline, they must fill out a paper timesheet, have it signed by their supervisor, and submit it to the payroll office immediately to be paid the next payday. Employees who fail to submit electronic timesheets by the deadline or falsify their timesheet will be subject to formal corrective action, as outlined in the Marginal Performance Process, up to and including termination.

**Overtime Pay**

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Under the FLSA, all non-exempt employees are entitled to 1.5 times their regular pay rate for hours worked more than 40 hours per workweek. All overtime work must be authorized in advance by the supervisor and noted in the overtime section of the electronic timesheet. Casual/temporary employees who work on a holiday are paid their regular hourly rate with no premium for holiday work.

**Call-Back Pay**

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Hourly employees required to return to work after their shift has ended and they have left for the day due to an urgent or emergency situation will receive regular pay for not less than the equivalent of three hours of work. When call-back pay qualifies for overtime pay, the employee receives either 1.5 times the hours worked or three hours, whichever is greater. This minimum does not apply to work performed before the start of their regular shift and continuing into their regular shift or added to the end of their regular work shift.

**Compensatory Time Off**

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The FLSA does not allow an employer to give compensatory time off in exchange for paying overtime unless the compensatory time is taken in the same week as the overtime was worked. The supervisor must approve all compensatory time.

**Direct Deposit**

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Denison requires all employees to receive their pay through direct deposit. If you have any questions regarding direct deposit, please contact the payroll office at [Payroll@denison.edu](mailto:Payroll@denison.edu).