

RHODE ISLAND COLLEGE

Internal Monthly Payroll Employment Handbook

EMPLOYMENT CATEGORIES & FORMS:

- **Limited Assignments Form (less than 6 months) MP01**

The Monthly Hiring Authorization Limited Assignment Form MP01 is to be used to authorize reimbursement for specific short-term work assignments over a period of less than 6 months or stipends. Short-term assignments may include administrative projects, research, coaching, academic advising; workshop facilitators, etc. Employees paid a stipend may include research, non-credit teaching, etc. Monthly stipend* payments may not to exceed 5 equal payments for the duration of the assignment.

Hourly and Non- HBS Per-Diem assignments are non-renewable prior to 12 months from the most recent date of hire. Hourly employees may not exceed 29 hours per week (or 125 hours per month). Per-Diem employees may not exceed 44 days in a less than 3 month period. Stipends may be renewed with prior approval. All payments regardless of terms of employment will be monthly. Other limitations may apply, if employee is working multiple jobs.

Authorizing supervisors will have direct responsibility for monitoring the employee's behavior and performance of the authorized work assignment and immediately report any change in employment status, unacceptable behavior or failure to adequately perform job tasks to the Human Resources. Changes in employment status should also be reported to the Payroll Office in order to prevent overpayments or erroneous payments.

- **Hourly/Per Diem Employment Form (more than 6 months) MP02**

The Monthly Hiring Authorization Hourly Employment Form MP02 is to be used to authorize reimbursement for work assignments expected to exceed a period of 6 months or more. Assignments may include part-time administrative or technical projects, research, etc.

Hourly Employment may not exceed 19 hours per week (or not more than 82 hours per month). Non- HBS Per-diem employment may not exceed 2 days per week. All assignments must be renewed every 6 months. All payments regardless of terms of employment will be monthly. Other limitations may apply, if employee is working multiple jobs.

Authorizing supervisors will have direct responsibility for monitoring the employee's behavior and performance of the authorized work assignment and immediately report any change in employment status, unacceptable behavior or failure to adequately perform job tasks to the Human Resources. Changes in employment status should also be reported to the Payroll Office in order to prevent overpayments or erroneous payments.

- **Henry Barnard School Per-diem Form MP03**

The Monthly Hiring Authorization Henry Barnard School Per-diem Employment Form MP03 is to be used to authorize reimbursement for short-term Substitute Teaching work assignments.

Per-diem employment may not exceed 4 days per week or 55 days in a 3 month period. All assignments must be renewed every school year. All payments regardless of terms of employment will be monthly. Other limitations may apply, if employee is working multiple jobs.

Authorizing supervisors will have direct responsibility for monitoring the employee's behavior and performance of the authorized work assignment and immediately report any change in employment status, unacceptable behavior or failure to adequately perform job tasks to the Human Resources. Changes in employment status should also be reported to the Payroll Office in order to prevent overpayments or erroneous payments.

- **Limited Assignment Form (no more than 11 weeks) MP04**

The Monthly Hiring Authorization Limited Assignment Form MP04 is to be used to authorize reimbursement for specific one-time assignments over a period of no more than 11 weeks. One-time assignments may include administrative projects, research, coaching, academic advising; workshop facilitators, etc. Employees paid a stipend may include department chair assignments, research, non-credit teaching, etc. Monthly stipend* payments for one-time assignments may not exceed 2 equal payments for the duration of the assignment.

One-time assignments are non-renewable prior to 12 months from the most recent date of hire. All payments regardless of terms of employment will be monthly. Other limitations may apply, if employee is working multiple jobs.

Authorizing supervisors will have direct responsibility for monitoring the employee's behavior and performance of the authorized work assignment and immediately report any change in employment status, unacceptable behavior or failure to adequately perform job tasks to the Human Resources. Changes in employment status should also be reported to the Payroll Office in order to prevent overpayments or erroneous payments.

- **Limited Engagement Form Instructions MP05**

The Monthly Hiring Authorization Limited Engagement Form MP05 is to be used to authorize reimbursement for specific one-day or limited assignments not to exceed 7 days. One-day or limited assignments may include Music, Dance or Theatre events, athletic events, or other special events, academic advising, workshop facilitators, lecturer or speaker, etc. Employees may be hired on an hourly basis, per diem or stipend per job or assignment, etc. Stipend payments may not to exceed 1 per assignment.

Limited engagements are non-renewable for (4) four weeks from the most recent date of hire. All payments regardless of terms of employment will be monthly. Other limitations may apply, if employee is working multiple jobs.

Authorizing supervisors will have direct responsibility for monitoring the employee's behavior and performance of the authorized work assignment and immediately report any change in employment status, unacceptable behavior or failure to adequately perform job tasks to the Human Resources. Changes in employment status should also be reported to the Payroll Office in order to prevent overpayments or erroneous payments.

- **RIC Full-time Employees Only Additional Assignment Instructions MP06**

The Monthly Hiring Authorization RIC Full-time Employees Only Additional Limited Assignment Form MP06 is to be used to authorize reimbursement full-time employees who are working either in the same department or another department on limited assignments that is in addition to their regularly scheduled work day or load hours. Limited assignments may include department chair assignments, Music, Dance or Theatre events, athletic events, or other special events, special administrative or grant funded projects, academic advising or counseling, workshop facilitators, testing, etc. Employees may be hired on an hourly basis, per diem or stipend per job or assignment, etc. Stipend payments may not to exceed 12 per monthly payroll authorization form.

Additional Assignments for full-time RIC employees only may be renewed without limit as long as any applicable over-time laws are not violated. All payments regardless of terms of employment will be monthly.

Authorizing supervisors will have direct responsibility for monitoring the employee's behavior and performance of the authorized work assignment and immediately report any change in employment status, unacceptable behavior or failure to adequately perform job tasks to the Human Resources. Changes in employment status should also be reported to the Payroll Office in order to prevent overpayments or erroneous payments.

***NOTE:** Stipends: This option will most often be used for jobs that are narrowly defined and where tracking hours worked would be difficult or require including prep time, such as non-credit teaching/facilitator assignments. Any assignment that is easily measured on an hourly basis may not be paid as a stipend.*

***NOTE:** Payroll authorization forms may not be approved for more than a 12 month period.*

PROCEDURE FOR COMPLETING FORMS:

Part I:

The candidate or RIC employee is required to complete all information in Part I and sign and date the form and return it to the hiring Supervisor.

Part II:

All rates of pay and anticipated/expected hours of work must be noted.

- Employee Time Reporting:

Hourly: Employees that will be paid either hourly or Per Diem will be required to complete and submit a record of hours/days worked each week. Stipends may not exceed 5 installments and may be exempted from time reporting with explicit prior approval only.

Per Diem: Employees that will be paid either hourly or Per Diem will be required to complete and submit a record of hours/days worked each week. Stipends may not exceed 2 installments and do not require time reporting, however,

All Others: Employees will be required to complete and submit a record of hours/days worked each week.

- Hiring supervisor must attach the following:

In addition, the hiring supervisor must attach the following:

1. Justification for hiring - Why is position needed?
2. Brief description of the job duties to be performed and required job qualifications.
1. Stipends explanation (if applicable) including expected time commitment

The supervisor responsible for approving time must be named (PLEASE PRINT NAME).

The hiring supervisor is required to complete all information in Part II and sign and date the form.

Part III:

The Human Resources Department will verify FLSA status and if applicable, ERS eligibility to work, ERS reporting requirements and where applicable eligibility to work multiple assignment.

Part IV:

All applicable approvers must sign and date applicable forms before the candidate is officially hired and authorized to begin working.

WHERE TO SUBMIT FORMS:

Completed forms with required attachments are sent to the Office of Human Resources.

COPIES OF HIRING FORMS:

Upon completion of the form, two (2) copies of the approved form will be returned to the originating department (one (1) copy for the department and one (1) copy for the employee). The original approved form will be kept by the Accounting Office. The Office of Human Resources will keep a copy of the approved form and any attachments.

TIME SHEETS:

Time Sheets must include employee name, time period, daily hours, weekly subtotal and or total hours for the month. An interactive time sheet (Excel) has been designed and made available online

at: <http://www.ric.edu/payroll/pdf/RICMonthlyEmployeeTimesheet.xlsx>

Submit completed time sheets to the Accounting Office by the 5th of each month; payment for the previous month is issued on or about the 25th of each month.

QUESTIONS:

Any questions regarding completion of the forms or FLSA status should be addressed to the Office of Human Resources (456-8216).

Any questions regarding the time sheets or payment should be addressed to the Accounting Office (456-8001).

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