

## Questions from Payroll Training

- Does an employee earn shift differential for overtime hours worked?  
Yes, IF the overtime hours worked fall during the eligible time period.
- Do students fill out the overtime approval form if working over 20 hours or 40 hours in a work week?  
The overtime approval form is submitted for hours worked over 40.
- When do faculty have to complete the faculty leave form?  
This form is not a Personnel or Payroll form. It is determined by the departments.
- Is an employee with a part-time or temporary appointment eligible for funeral leave?  
Any employee in a benefit eligible position is eligible for funeral leave.
- If an employee donates blood and it is not a life threatening situation, do they still record that time as donor leave?  
Donor leave should be used for time taken off of work to donate blood. The situation does not need to be life threatening. Employees should consult with their supervisor on the time you would take off of work for this purpose.
- If our department scans in time sheets and keeps an electronic copy, could the original copies be discarded?  
Original time sheets with signatures should be kept for 5 fiscal years plus the current fiscal year.
- In regards to funeral leave, is “close relative” defined anywhere or is it up to each supervisor/HR Director as to whom qualifies as a close relative?  
Each funeral leave request by an employee is reviewed by the HR Director. Factors of relationships and necessary travel time are considered in determining the proper amount of time that will be granted, not to exceed six working days per occurrence. The term “close relative” referred in the employee handbook is not specified.
- When signing a time sheet, is the supervisor required to write the date after their signature?  
The supervisor does not need to write the date when they sign the time sheet. If they want to write the date, they may do so.
- If my child is sick, can I still claim Family Sick Leave?  
Family Sick Leave is no longer used. When you are gone from work for a family illness, you would claim your leave as Sick Leave on your time sheet.