

Bowling Green State University
BG@100 Information Item
ESC Submission: May 5, 2005

Identification Information:

<i>Reference Number</i>	HCM-029
<i>Functional Area</i>	Payroll
<i>Title</i>	Hours on Salary Employees Check

Background Information:

Salary employees that receive a printed pay check will see an hours value on their check stub. Faculty and administrative staff are salaried employees that are not paid based on an hourly rate but will have hourly information on their printed pay stub.

Information Item:

In PeopleSoft, each BGSU job has a job code. On the job code there is a field required that is called standard hours. Regardless of being an hourly or a salaried job code, this is a default of hours to the pay advice.

Therefore, on an actual salaried employee check (not the on-line paycheck), there is an "Hours and Earnings" box. The hours for this box are pulled from the default standard hours and shows on the check but are not applicable to a salaried employee.

Example:

HOURS AND EARNINGS								
Description	Current		YTD		Description	YTD		
	Rate	Hours	Earnings	Hours			Earnings	
Faculty Regular Pay			1,645.00	4.20	1,645.00			
BASE5 from AHR5 system			0.00	54.83	3,290.00			
Total:			1,645.00	59.03	4,935.00	Total: 35.00 105.00		
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
American Express	1,445.50	1,445.50				STRS	230.30	690.90
STRS	164.50	493.50						
403(b) TDA	0.00	2,891.00						
Total:			1,610.00	4,830.00	Total: 0.00 0.00	* Taxable		

The standard hours defaults here. The standard hour on this job was 1 hour per week. This paycheck is for April. April had 4 weeks and a fifth week with one day. Therefore, the hours noted here are 4.20 hours.

