

## **Possible Employment Status for Part-Time Employees:**

### **Hourly**

These employees are paid an hourly rate for the numbers of hours actually worked. Their pay scale is determined by the non-contract hourly pay schedule, found on the web site Faculty & Staff>Inside HR>Salary Schedules. The amount of the hourly pay listed on the recommendation must match that listed on the part-time job description, also on the web. The Payroll Department will generate a time sheet for hourly employees; a time sheet must be completed for each individual for each pay period he/she works in order for a paycheck to be generated. Hourly employees are paid semi-monthly. Note: there is a two-week "lag time" between the end of the pay period and the date the paycheck is issued for that period. Timesheets must be kept on file in the department.

### **Semesterly**

Only faculty members are eligible for semesterly pay. Their pay scale is determined by the semesterly salary schedule posted on the web. This scale is based on the number of lecture and lab hours of the course, and the educational degree held by the faculty member. No time sheets are involved; the individual will be paid increments of the total throughout the semester. Semesterly employees are paid monthly.