

Saint Joseph's College

Policy Guidebook

Human Resources

Section Name: Payroll Processing and Pay Administration

Section Number: 7.09

Effective Date: 9/6/2023

Employment in Two Departments/Overtime

With the approval of the direct manager/supervisor and Human Resources (and in some cases, the area Leadership Team Member), an employee may be hired into additional positions within the College. In most cases the combination of all employment at the College should not exceed 40 hours per week for non-exempt employees.

When an opportunity for a second position becomes available, current employees must apply for the opening via the ADP-ATS. The manager/supervisor for the second position reviews job description and expected time commitment with Human Resources as well as the primary manager/supervisor. This approval must occur prior to the agreement with the employee to work in the secondary job. It is understood that the additional responsibilities will only be approved if the employee's ability to meet the demands of their primary position is not hindered.

The hiring manager of the secondary department must contact Human Resources to ensure the following considerations are addressed: 1) the correct employment status of both positions - full time, part time, per diem; 2) classification of both positions - exempt, non-exempt; 3) classification effect on overtime and benefits; 4) determination of which position is primary employment status. Human Resources will produce a letter defining the second position for the employee with expectations and time commitment.

Employees will track all time spent on the duties of the second position. All hours will be charged to the secondary department.

All managers/supervisors are required to follow the procedure below for non-exempt employees with a secondary department:

1. At the end of the pay period, access the employee's timecard in ADP
2. Confirm hours and department number are accurate
3. Review total hours for each pay week

4. If total hours exceed 40 hours, assign the overtime code to the applicable secondary shift (even if the secondary shift was not the last shift worked in the pay week)
 - a. If needed, split the shift into separate line items, **so that only the hours exceeding 40 are assigned that overtime code** (image below)
 - b. In the paycode column choose "2ND JOB OVERTIME"
5. Approve only the hours applicable to your department
6. Save

2ND JOB OVERTIME EXAMPLE:

Home Department : 201200 - Student Worker Pay-Library

Current Pay Period ▼

8/21/2023

9/3/2023

Find

Show Pay Class

Timecard		Totals	Schedule	Supplemental Pay Codes	Time Off Balances			
<	<input type="checkbox"/> Approve	Week 1	In - Out	Pay Code	Hours	Department	Daily Totals	▼
	<input type="checkbox"/>	Mon 08/21	09:00 AM - 03:00 PM		●	6.00	201200	
	<input type="checkbox"/>	08/21	04:00 PM - 07:00 PM		●	3.00	201200	9.00
	<input type="checkbox"/>	Tue 08/22	09:00 AM - 03:00 PM		●	6.00	201200	
	<input type="checkbox"/>	08/22	04:00 PM - 07:00 PM		●	3.00	201200	9.00
	<input checked="" type="checkbox"/>	Wed 08/23	-			0.00	201200	0.00
	<input type="checkbox"/>	Thu 08/24	10:00 AM - 12:00 PM	2ND JOB OVERTIME	●	2.00	501200	
	<input type="checkbox"/>	08/24	12:30 PM - 01:30 PM	2ND JOB OVERTIME	●	1.00	501200	
	<input type="checkbox"/>	08/24	01:30 PM - 06:30 PM		●	5.00	501200	8.00
	<input checked="" type="checkbox"/>	Fri 08/25	-			0.00	201200	0.00
	<input type="checkbox"/>	Sat 08/26	09:00 AM - 03:00 PM		●	6.00	201200	
	<input type="checkbox"/>	08/26	03:30 PM - 04:30 PM		●	1.00	201200	7.00
	<input type="checkbox"/>	Sun 08/27	09:00 AM - 03:00 PM		●	6.00	201200	
	<input type="checkbox"/>	08/27	04:00 PM - 08:00 PM		●	4.00	201200	10.00
						Week 1 Totals		43.00

Note: An employee with a primary exempt position and a secondary non-exempt position will need to track their secondary hours on a paper timesheet, and overtime will be calculated manually by the Payroll Department.

Employees are required to inform their current manager/supervisor prior to beginning work in a second job at the College so issues regarding work schedules and overtime pay may be explored.