

**Payments to Hamilton Employees for Special Events
Procedures
Effective October 2013**

Occasionally Hamilton employees are hired to work as ushers for special events such as Great Names and Graduation. In order to comply with Department of Labor regulations, outlined below are the procedures that should be followed:

Hourly employees

- Employment authorizations should be submitted to Human Resources before the event in order to set up the position for Web Time Entry. The following information should be included:
 - Name
 - Hourly pay rate
 - Effective date (event date or pay period date)
 - Job position title and account number to be charged
 - Designation of supervisor and alternate supervisor responsible for signing the electronic time sheets

- The hourly rate established times the number of hours worked should equal the total amount budgeted. (i.e. if the budget is \$100 and the amount of hours expected to work is 5, then the hourly rate is \$20 per hour).
- Full time hourly employees will be subject to overtime. Assuming their normal schedule is a 7 hour work day, hours worked in excess of 8 in a day and 40 in a week will be paid at time and a half.
- Hourly employees should enter their hours via web time entry by selecting the “usher” job position. When entering time for the week, employees should enter hours for their primary position first, then hours for their secondary “usher” position. This will allow overtime, if applicable, to calculate correctly.
- The hours should be entered and approved by 10 a.m. on the Monday morning following the time period worked so that payment is paid to the employees in the correct time period.

Monthly Employees

- Special pay authorization forms should be completed and submitted according to our regular process.

Non-Current Employees

- These individuals must be paid through payroll like all other employees. This means employment authorizations, I-9's, W-4's, and IT 2104's should be submitted to Human Resources just like any new hire.
- The hourly rate established times the number of hours worked should equal the total amount budgeted. (i.e. if the budget is \$100 and the amount of hours expected to work is 5, then the hourly rate is \$20 per hour).
- These temporary employees will need to complete a paper time sheet to record their time.