Timekeeping and Payroll
Policy No. 03-30-090

Effective Date: June 15, 2007

1. Paydays, Adjustments and Advances

Employees shall be paid every other Friday for the two week period ending with the previous Sunday night. Except as
required by law for final paychecks or to correct Payroll or Human Resources processing errors, adjustments will be
made in the regular bi-weekly paycheck.

The Payroll Manager may process an adjustment check off-schedule upon a showing of personal hardship. For example,
an adjustment totaling more than one-half the employee's bi-weekly gross earnings could be considered a hardship.

Payroll advances are not available.

2. Employee Responsibilities

All employees eligible for overtime under a collective bargaining agreement or applicable labor law shall be paid by the
hour. Hourly-based employees shall record their time at work via the automated time and attendance system. Employees
must clock in at their duty station when beginning work and clock-out at their duty station when completing work. This
includes timekeepers who have access to the timekeeping system via computer; hourly-based timekeepers must clock-in
and -out in the same manner as other hourly-based employees. Hourly based employees are responsible for recording
all pay transactions appropriately via the automated time and attendance system. This includes clock-ins and -outs, leave
time taken, on call time, accruing compensation time, department number changes, and all other timekeeping
transactions.

Exceptions to the above paragraph may be granted by the Human Resources Director, based on standard community
business practices when substantially different than specified above and in concert with the applicable bargaining unit.

Exempt employees, as determined by Human Resources, are not eligible for overtime and shall not clock-in and -out via
the automated time and attendance system. Leave time taken for all leave-eligible salaried employees will be recorded in
the automated time and attendance system by the employee or by a timekeeper, according to departmental policy.

3. Overtime

Non-exempt employees, as determined by Human Resources, shall be compensated for all overtime worked, whether
authorized or not. However, employees who work unauthorized overtime are subject to counseling and disciplinary action.

Classified employees who have earned overtime may accrue overtime hours into a compensatory bank within the limits
set by the applicable collective bargaining agreement. The employer cannot mandate accruing overtime into the
employee's compensation bank.

4. Rate of Pay

Classified employees shall be paid for all work performed at the appropriate rate of pay per the applicable bargaining
agreement. OHSU shall not pay classified employees at other than their hourly rate of pay and appropriate factor (straight
time, overtime) for any work performed on behalf of OHSU.

[Note: OHSU employees shall only be paid for services via Payroll. Disbursement requests may be processed to
reimburse employees for business expenses only, not for services.]

5. Employer Responsibilities

Department managers shall provide complete and accurate time processing for all employees by payroll closing.
Managers shall review the final timesheet to ensure accuracy and compliance for each employee after payroll closing.
Managers also must review and sign the paycheck listing to certify that all employees listed are known within the
department.

Department managers shall ensure appropriate and accurate payroll expenditures by regularly reviewing the payroll
management reports.

Background:

- Operations Manual 64-01.12

Related policies, procedures and forms:
Implementation date:
- July 1, 1997

Revision dates:
- February 24, 2003
- July 27, 2005
- June 15, 2007

Responsible office:
- Payroll