

X-21 Wage of Labor Hourly Time and Attendance Report

NORTHWESTERN STATE UNIVERSITY
Wages of Labor Hourly Time and Attendance Report

- I. Purpose:** This procedure outlines the method of completing and processing the Wages of Labor Hourly Time and Attendance Report for Non-Classified Seasonal, Temporary, Intermittent, or Part-Time Wages of Labor employees.
- II. Reference:** University Human Resources Procedures; Civil Service Rules and Regulations; State of Louisiana and Federal Regulations.
- III. Procedure:**

Wages of Labor Employee

Wages of Labor Employee's must record their hours worked on the [Wages of Labor Hourly Time and Attendance Report](#), which can be found on the [Payroll](#) website.

For each day of the pay period enter the regular hour worked daily for each week of the pay period. For those days not worked, enter "0".

Overtime is discouraged for Wages of Labor appointments. If overtime occurs, enter overtime hours for each day.

Overtime is only paid for hours that exceed 40 hours within a 7 day work week. The rate is 1.5 times the regular hour rate in accordance with FLSA.

University Holidays

Hourly employees, Wages of Labor or Student Employees, are paid for holiday days only for hours worked.

Closure Days

Hourly employees, Wages of Labor or Student Employees, are paid for closure days only for hours worked.