Hourly Appointments

Purpose
To allow University departments to pay hourly employees.

Policy
Hourly appointments are authorizations to pay an employee from a particular account for certain hours and days worked at a specific hourly rate. These appointments are created by the department in the *DEFINE system. Once an electronic appointment is created, an Hourly Payment Document (OV1) must be processed twice a month for each hourly employee.

Procedures

Hourly Documents:

- A New Appointment Hourly (ANH) document must be created by the department for a new hourly employee.
- A Change Appointment Hourly (ACH) document is needed whenever an existing hourly appointment requires modification due to a change of the wage account, hourly pay rate, or length of time for the appointment. The ACH document should be done as soon as possible whenever an employee leaves a department to ensure that no unauthorized payments are processed.
- If a department is reappointing an hourly employee to the same position, a Reappoint Hourly (ARH) document should be done.

Electronic Timesheets:

- Hourly appointments require the creation of an OV1 in order to pay hourly employees.
- OV1s must be generated twice a month and approved by the timesheet deadline for the hourly employee to receive a regular payroll check.
- Any work done during the 1st through the 15th of the month will be paid on the 15th working day of the current month. Any work done during the 16th through the last day of the month will be paid on the 5th working day of the following month.
- Timesheets are available under Payroll Forms in Forms Mine on the Financial Services website.
- Deadlines are posted on the Administrative Calendar on the Financial Services website or provided to members of the Payroll listserv. Send an email to payroll@utep.edu to be added to the Payroll listserv.

Applicability
All University departments with appointed hourly employees.

Responsible Party
Comptroller

Last updated: April 2, 2007