

**UNIVERSITY HEALTH CARE**  
**HOSPITALS AND CLINICS**

**UNIVERSITY PAYROLL OFFICE**

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**PAYROLL PRACTICES**

Review Date: 07/11/06

Revision Date: 07/11/06

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**PURPOSE:** To define the pay practices used by departments in the University of Utah Hospitals and Clinics, utilizing the time and attendance system in KRONOS.

**PAY PRACTICES:**

I. **PAYROLL DATES:**

- A. Payroll will be processed semi-monthly (24 pay periods annually). The pay period ends at midnight on the 15<sup>th</sup> and midnight on the last day of each month.
- B. All payroll time corrections for the pay period must to be entered by noon on the 16<sup>th</sup> and the 1<sup>st</sup> day of each month, unless the 16<sup>th</sup> or the 1<sup>st</sup> falls on a Saturday, Sunday or Holiday. Processing will occur on the next business day of the month.
- C. Paychecks are distributed on the 7<sup>th</sup> and the 22<sup>nd</sup> of each month. If the 7<sup>th</sup> or the 22<sup>nd</sup> is a Saturday or Sunday, then paychecks are distributed on the Friday before.
- D. Determining the pay week for overtime: begins on 00:00 hours Saturday and ends at 11:59 hours on Friday. Overtime is paid after the employee meets 40 **worked** hours in the pay week. (As described in II B). This same pay week is used to determine if an employee has worked to the FTE requirement. **University of Utah PPM 2-59.**

II. **Time & Attendance:**

- A. **Punch Rounding-** Employee hours, exclusive of meal breaks, will be rounded to the nearest quarter hour.
  - 1. Less than seven (7) minutes will round back the quarter hour.
  - 2. Eight (8) minutes or more will round forward to the quarter hour.
  - 3. Meal breaks are rounded to the nearest quarter hour unless the employee swipes in and out on the time clock and then the punch rounds to the nearest minute.
  - 4. Non-exempt employees who leave the UUHC campus for any reason other than UUHC business must punch in and out.
  - 5. Staff punches in the Kronos time card should not be changed. Non-approved punches into the time clock by staff will be addressed by the manager/supervisor and can result in disciplinary action. **University of Utah PPM 2-9.**
- B. **Work to FTE Requirement-** Full time staff, 75% FTE to 100% FTE, are required to work to their FTE status. This will be evaluated by the manager on a quarterly basis. This means that vacation, personal leave and comp time will be used by the payroll reporter to make up the difference between worked time and the FTE if the FTE % is not met with regular work hours.  
The **exceptions** are: staff are called off from a shift or staff are asked to leave a scheduled shift early. Then the employee has the choice to use paid leave time or to go without pay for the hours deficient in worked FTE %.

- C. Hourly Time Reporting-** All hospital hourly staff must report time and attendance by swiping in and out of the time clock to record time worked. If a time clock is not available, computer web punch can be used to record time on shift. Approved exceptions are on file with the Hospital Payroll Office. Hourly staff are required to report exceptions to the department payroll reporter using a department approved exception form.
- Exempt Time Reporting-** Exempt staff are required to only report their exceptions on the KRONOS electronic form.
- D. Exception Forms-** All payroll reporters must use a department payroll exception form to document all hourly staff time and attendance variances. These variances include, but are not limited to, vacation, sick, missed clock punches, no meal break, etc.
1. Payroll Exception Forms **must be signed** by the employee and the supervisor or named designee and kept on file for 6 months by the department.
- E. Meal Breaks-** An automatic lunch deduction of 30 minutes will be taken out of the time and attendance card at the sixth hour of shift worked. The meal deduction applies to shifts of six (6) hours in length or greater, including callback hours.
1. Employees taking a meal break of greater than 30 minutes must report this time on an exception sheet to their payroll reporter or will need to swipe in and out on the time clock to account for their meal break. Punching in and out at a time clock will void the automatic half hour deduction.
  2. Employees who are not taking a meal break will need to report the exception on an exception form (daily sheet) to their payroll reporter.
  3. Non-exempt employees leaving the UUHC campus for non-business related lunches, must punch out and in.
  4. Employees leaving the department for a "supervisor approved" appointment, must punch out and in to account for this time.
- F. Differentials-** A differential payment is made when an employee works in a qualifying time zone, on a qualifying work date, or in a qualifying position.
1. **Shift Differential Zones:**
    - a. Weekday Evenings 1500 hours to 2259 hours (M – F).
    - b. Weekday Nights 2300 hours to 0659 hours (SU – TH).
    - c. Weekends 2300 hours Friday to 2259 hours on Sunday.

2. **Differential Rates:**

SHIFT	HI PLUS (Inpatient RN Only)	HI	LOW
Weekday Evening	\$ 1.00 plus Hi diff	\$1.00	\$ .50
Weekday Night	\$ 1.00 plus Hi diff	\$2.75	\$ .75
Weekend Day	\$ 2.25 plus Hi diff	\$1.00	\$ .50
Weekend Evening	\$ 2.25 plus Hi diff	\$2.75	\$ .75
Weekend Night	\$2.25 plus Hi diff	\$3.75	\$1.00
Premium Holiday	1.5 times base salary		
Non-Premium Holiday	Same as Weekend Differential		

3. **Differential Qualifications:**
  - a. Employee must be clocked in at least 6 hours consecutively and have worked at least 4 hours in a differential time zone to qualify.
  - b. Employees will only be paid for actual hours worked in that time zone.
  - c. Employees who are called back or working callback hours do not qualify to receive the shift differential, they are paid the call back rate.
  
4. **ON-CALL-** Employees scheduled to take call are subject to the departmental call procedures. Payment for time on-call is made based on the scheduled on-call assignment made in KRONOS.
  - a. **On-Call Rate:** \$2.50 per hour.
  - b. **Scheduling On-Call:**
    1. Scheduling is done in the timecard in the Scheduled vs. Actual area of KRONOS for regular staff. If the on call has been set up through ANSOS, it will automatically load to KRONOS.
    2. Per Diem Staff earn \$2.50 per hour to be on call, but do not get paid callback for reporting to work during that time. They will receive the straight per diem pay rate. Use the XOC code in KRONOS.
  
5. **Callback-** A guaranteed payment amount to employees who are prescheduled to call shifts and who come in to work during that call shift. Callback pay is automatic in the KRONOS system when the call shift is pre-scheduled into the KRONOS system.
  - a. Employee must be prescheduled on-call to receive callback.
  - b. A callback guarantee of 3 hours is given at a premium **rate of 1.5 times their base salary** for hours worked during the call shift. Premium pay will be paid to the employee for each hour they work on the callback shift. To be eligible for this rate, the employee must be scheduled to be on call 4 hours prior to the start of the shift. The manager must approve all unusual circumstances pertaining to callback.
  - c. **Callback pay is only available to employees scheduled on call.** Exceptions must be documented on the department exception form and approved by the manager.
  - d. Callback should not be retrospectively paid.
  - e. Scheduled time for shifts, inventory, staff meetings, etc. are not eligible for callback pay.
  - f. On-call shifts are limited to a 24 hour shift. Staff may be scheduled on-call for sequential on-call shifts, as needed.
  - g. Per diem staff may take call, and be compensated the on-call hourly rate of \$2.50. However, they should not be on the schedule because if they come in, they are not eligible for the call back pay rate. Since they are paid a higher per diem rate, this is the rate of pay they will receive if they are called in. The payroll reporter must manually enter any call back hours for per diem staff.
  
6. **Lead worker-** A lead worker differential is paid at 7% of the base salary for time worked. If the employee is a continual lead worker, they must be classified as a lead worker in the KRONOS system. This is done with the manager and the HR Representative. If the employee is an occasional lead worker, the lead should be punched at the time clock for the shifts that apply. The lead hours can also be entered onto the KRONOS timecard by the payroll reporter.
  
7. **Charge Nurse-**A charge differential is for registered nurses supervising 3 or more staff and who are assigned as charge nurse. The employee should punch in via the time clock as charge nurse. The payroll reporter can enter the actual hours onto the KRONOS timecard, but this is not a preferred method. If the nurse is a permanent charge nurse,

the manager must contact Hospital Payroll to establish a permanent designation in the KRONOS timecard. The charge nurse differential is \$2.00 extra an hour.

#### **8. Unscheduled Shift Premium (USP)-**

- a. **USP is paid to staff for direct patient care only (this does not include completion of charting at the end of a shift).**
- b. USP is paid for unscheduled shifts above percentage of employment only.
  1. The shift or partial shift, that USP is being paid, must be a shift that a manager requested the staff member to work.
  2. The shift or partial shift that USP is being paid, must be added to the schedule once it is confirmed. Inpatient nursing units utilize the ANSOS/KRONOS system and outpatient clinics utilize the posted schedule.
  3. USP is NOT paid for replacement shifts, traded shifts or additional shifts negotiated with a colleague.
  4. USP is NOT paid if a sick call occurs or if the staff is called off in the same week as a USP shift until equivalent hours of work have been completed during the week.  
**Exception:** USP may be paid if the manager and director of the department BOTH approve the exception.
  5. USP is paid for a minimum of one (1) hour (this does not include completion of charting at the end of a shift).
  6. RN, LPN, HCA, OCR, OCA, Telemetry Technician, Psychiatric Technician, Surgical Technician and Medical Assistant job classifications qualify for USP.  
**Exception:** It is up to the managers discretion based on specific cases, and following the above stated guidelines, if a HUC should receive USP pay.
  7. Staff must have a percentage position to be paid USP. Per Diem staff and Travel Nurses do not qualify for USP payment.
  8. Nurse Manager or designee must document verification of USP payment per unit protocol.
  9. USP Rates: \$5.00 per hour for RN staff  
\$3.00 per hour for all other staff
  10. The payroll reporter will enter USP time paid into KRONOS and document this on the department exception form.

#### **9. Other Differentials-**

- a. **Flight Pay**, and other approved differentials will be data entered into the KRONOS system by the payroll reporters using department / HR approved guidelines.

#### **10. Extended Shift Code** – for employees working in procedure areas who are requested to stay beyond the end of the scheduled shift, in order to complete the case. *(Operating rooms, Cath Lab, GI Endoscopy, Labor & Delivery)*

- a. The employee cannot be scheduled to be on call.
- b. Payment for time worked over 1 hour will be time and a half.
- c. Payment for time worked less than 1 hour will be straight time, if the employee is not in overtime.
- d. KRONOS code is XET.

- G. Paid Leave Time-** Time taken off by the employee for paid leave does not count toward the weekly overtime. Employees are not permitted to take Paid Leave above their scheduled FTE. This includes vacation, sick leave, personal preference, Jury Duty, Funeral Leave, and Military Leave. Holiday hours can be paid over the scheduled weekly FTE. Hospital PPM 5-17 and University of Utah PPM 2-40.

1. **Accrual and use of Benefited Time-** Sick and Vacation accruals occur on the 15<sup>th</sup> of every month. The new accrual for the month will show on the 22<sup>nd</sup> paycheck. The employee will begin accruing 30 days after the date of hire. They are eligible to use the benefited time after 30 days. By policy, sick time cannot be used to cover vacation time. Sick can only be used for medical appointments, illness, and immediate family member's illness. Vacation & Personal Preference hours can be used for any leave occasion. Vacation hours will be paid out to the benefited employee when the FTE drops below 50% or termination of employment occurs.
2. **Personal Preference-** Full time employees will receive two personal preference days at the beginning of each year. If an employee is hired during the dates of January 2 to June 30 they will receive 12.00 hours of personal preference. If an employee is hired during the dates of July 1 to the end of the year they will receive 8.00 hours of personal preference at the first of the year. Part time employees (50% FTE) will receive 8.00 hours at the first of the year. These hours are pro-rated according to FTE%. Unused personal preference hours will be lost if not used by December 31<sup>st</sup>.
3. **Holidays-** Only 50% FTE or above employees may receive holiday pay. There are 10 holidays throughout the year. Holiday hours worked count towards overtime hours. Holiday hours that are not worked do not count towards overtime. If an employee works on a "premium" holiday, the hours they work will be paid at time and a half. If an employee works on a non-premium holiday they will receive weekend differential. Holiday hours are pro-rated according to FTE %. Holiday's may be accrued up to 16 hours, but if not used by that time, will be paid out. Paid out holiday hours do not count towards overtime.
4. **Military Leave-** Benefited employees who are a member of the United States Uniformed Services are entitled to fifteen (15) working days per year for time spent on duty. Time is pro-rated according to FTE %. Military leave will be paid up to the FTE % per week. It is not paid based on the employees normally scheduled shift hours in the period of time.
5. **Funeral Leave-** Benefited employees may request funeral leave when there is a death of an immediate family member such as; mother, father, spouse, child, sibling, father-in-law, mother-in-law, sibling-in-law, grandparent and grandchild. The employee may have three (3) working days or 24 hours for a 100% FTE. The leave time is paid based on the FTE %, not on the employees shift hours normally worked in that period of time. (For example, 80% FTE = 19.2 hours)
6. **Jury Duty-** Staff that are requested to report for jury duty will be paid for the FTE % of the normal workday not for the normal scheduled hours of the shift. To receive this pay the employee must turn the jury duty payment received into their manager or designee who will then send the check directly to the cashiers office, 150 Student Services Bldg., on campus. The payroll reporter will add the jury duty hours into the Kronos time card to cover the time the employee was on jury duty.
7. **FMLA-** Employees on FMLA must be approved by Human Resources and be able to provide written request from an approved provider, such as the MD. FMLA maximum allowance is 12 weeks per rolling calendar year. Staff is required to use all but ten days of paid vacation leave, pro-rated to FTE %, before they can go into an unpaid leave status for FMLA. This practice guided by the U of U Policy PPM 2-21.
8. **Other Leaves-** in some cases other types of leave will be granted to an employee. These leaves will be by approval of HR and guidelines for applying it will come from HR. These leaves may include Administrative Leave, Sabbatical, etc.
9. **"Called Off":** If an employee arrives at their scheduled shift and works 2 hours or less and then is requested to return home by the supervisor/manager, the employee is

considered called off and should be paid 2.0 hours of regular pay entered manually by the reporter into the Kronos timecard.

10. **"Flexed Off"**: When the unit / clinic / department day ends early due to patient flow, completed patient cases, etc. If the employee is then requested by the manager or supervisor to return home, the employee is then considered to be in "forced flex". When a forced flex occurs, the employee will be allowed to use comp time, vacation time, or personal leave time. The employee also has the option to take the time as unpaid.
11. **Comp Time**- Comp time accruals are used per department guidelines. In general, hourly (non-exempt) employees earning overtime should be paid overtime pay in the pay period. If a department chooses to adopt a comp time policy, then these departments may accrue comp time in lieu of overtime payments. This means that the employee will earn extra time off. Comp time does not count towards the weekly overtime. Maximum comp time accrual is 50 hours. If comp time is not used at the 50 hour maximum, the comp time will be paid out. Comp time can be used for any leave occasion. Comp time can be paid over the FTE % for the week.
12. **Education Leave**- The University of Utah expects and desires its employees to receive continuing education. When that education does not occur on campus during the work shift, Education leave time is available. Education leave time is paid when time is greater than 1 hour, any day of the week, up to the FTE % for each week. Education leave time is approved and paid by manager discretion and direction. This practice applies equally to all benefited staff. This practice generally applies to staff going to seminars, conferences, and workshops. Use the approved KRONOS pay code to indicate education leave.
13. **Retroactive Payments**- Staff who are awarded with off cycle raises, who have back pay due, or for whom payroll corrections are being made will need to use a Retroactive Payment Form. This form allows payments of monies to be made for dates prior to submit. The payroll reporter will complete the form and obtain manager approval prior to submission. All retroactive forms need to be faxed to hospital payroll for entry. Exempt staff will have retro information recorded on the PAN form and no other form is required. Hourly staff will use the "Retroactive Adjustment Form". All retro payments will be paid in the pay period that they are received.
14. **Special Compensation**- Staff may earn special compensation as requested by a Service Director or Associate Administrator and approved by the Vice President of Health Sciences, the CEO of the hospital or other designated senior executive. It is extra pay for exempt staff only for doing additional work duties outside of their defined job role. The form has been known as the "green sheet" or additional compensation form, and all requests for additional compensation must have a written explanation attached, outlining the rationale behind this request. Additional compensation forms are filled out and then sent directly to campus payroll for payment.

**UNIVERSITY HEALTH CARE  
HOSPITALS AND CLINICS**

**NURSING DEPARTMENT**

**GUIDELINE**

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**COMPETENCY / TRAINING FOR STAFF RESPONSIBLE FOR PAYROLL**

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I. Staff responsible for payroll (assigned to report and edit hospital payroll hours) shall complete the advised training and supervisors/managers of these staff shall ensure competency is obtained and maintained.

- A. Training Requirements: Formal training must be obtained through the Hospital Payroll Office before a login to KRONOS can be activated. Initial payroll training among co-workers is not allowed. Any additional specific department training must be received from a reporter who has been awarded competency in the system and is approved by the Hospital Payroll department.
  - 1. Training will include; formal training in the use of the KRONOS timekeeping system and a review of the hospital pay practices. A competency test will be given to the reporter after 1 month of entering payroll for the department. At this time an audit of the department payroll will also be done to re-evaluate competency. If deemed necessary, additional training sessions will be offered to assist the employee. The results of the competency testing will be kept on file, for review, in the Hospital Payroll Office.
  
- B. Competency Requirements: Competency in the system requires a score of 90% or higher on the payroll competency test. Competency testing will be given 1 month after initial training on system and then on an annual basis or on an "as needed" basis. Competency testing is required for continued access to the KRONOS system and payroll job duties.
  - 1. Payroll audits shall be conducted by the Hospital Payroll department 6 months after date of hire and then annually. Results of the audit and competency test will serve as verification of the employee competency to comply with University payroll policies. Audit results will be sent to the employee and supervisor/manager.
  - 2. Additional payroll audits may be conducted if the employee is new to the system, if the employee scores less than 90% on the competency test or the audit results indicate the employee is "out of compliance" with payroll practices. The employee will be notified of the "out of compliance error" by the payroll office and given one pay period to correct the process. The employee's supervisor/manager will also be notified of this error.
  
- C. Hospital Payroll has the authority to grant or remove access to payroll reporting functions and will do so based on the competency of the staff member assigned to report payroll. Hospital Payroll will not remove access to payroll reporting functions without a full pay period of warning to the service director and manager. The Hospital Payroll Coordinator will report results to service directors and managers when a reporter falls into the following categories:
  - 1. Scores less than the required 90% on a competency test.
  - 2. Has an audit that shows "out of compliance" reporting.
  - 3. Is reporting own payroll.

**UNIVERSITY HEALTH CARE  
HOSPITALS AND CLINICS**

**NURSING DEPARTMENT**

**GUIDELINE**

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**USE OF THE CARE TRANSFORMATION KRONOS WORK RULE**

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- I. Intent - The Kronos work rule is to be used when hourly clinical staff attends formal training or testing sessions for the electronic documentation system, power chart.
- II. Who- Hourly clinical staff who need to attend training to learn how to use the basic or advanced functionality of power chart.
- III. Process -
- A. The manager or designee approves the schedule for the staff person to attend the training or system testing.
  - B. The staff person completes training or testing session. The Informatics Coordinator or IT Training staff will take role and document who attended the session.
  - D. In the employees Kronos time card, the payroll person will transfer the shift into the "Care Transformation or XCT" work rule for the hours worked in testing or training.
    1. RN/LPN staff will be transferred into work rule: "H HR 2 Plus XCT"
    2. HCA / Tech / MA / OCR / HUC / OCA and other similar Job types will be transferred into work rule: "H HR 1 XCT".
    3. ***Tip to find the work rule level you need to assign to an employee:*** hover the mouse over the employee's name in their timecard and look for the assigned "pay rule". You then choose the correct level of "XCT" work rule that matches the pay rule. Contact payroll if you have questions.
    4. Monthly reports will be generated for the Nursing Finance person to review for payroll reallocation to clinical cost centers to off set the cost of training or testing.
    5. Payroll reallocation will be finalized when the reconciliation between the Kronos hours and attendee list is completed. Any identified issues will be sent to the manager to help with resolution.
    6. The manager will be notified of payroll reallocation amount to ensure verification on the monthly operating statement.

**UNIVERSITY HEALTH CARE  
HOSPITALS AND CLINICS**

**NURSING DEPARTMENT**

**GUIDELINE**

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**Process for Review and Approve new Pay Procedures and Pay Codes**

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**I. CRITERIA AND PROCEDURES:**

- A. The need for special pay implementation should be presented to, and approved by, the Service Director and Associate Administrator of the requesting department prior to contacting the Human Resource Generalist.
- B. Once approval is obtained for the new process, the Generalist supporting the department should be notified.
- C. The Generalist will request that the department's proposed new process be outlined in writing.
- D. The Generalist will forward the written request to their Compensation Analyst for review.
- E. The Compensation Analyst will review the request to ensure that the proposed new practice is in accordance with federal and state laws and the University of Utah policies that govern pay practices.
- F. The Compensation Analyst will seek approval from the Compensation Manager.
- G. Once Compensation has ensured that the request meets the necessary laws and policies, obtained approval from the Compensation Manager, and has checked with Hospital Payroll for feasibility with our system, the requesting department and the Generalist will be notified.
  - 1. Note: If any revisions are necessary, the parties involved will work together to meet the end goal of creating a new practice.
- H. Once Human Resources and the requesting department have finalized the new pay practice, Compensation will communicate the request to Hospital payroll in writing.
- I. Hospital payroll will notify Compensation when the new process has been set up in KRONOS.
- J. Compensation will then notify the Generalist and the requesting department that the new process is ready to use.
- K. Compensation will record all new payroll processes in the salary exception log.
  - 1. Some examples of special payroll needs may include: Various differentials such as shift, language or other special skills that add to a given job, but do not make the job different from the one the employee is currently in. Any out of the ordinary pay requests

**UNIVERSITY HEALTH CARE  
HOSPITALS AND CLINICS**

**NURSING DEPARTMENT**

**REFERENCE**

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**Earnings Codes at the University of Utah**

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DEDUCTION CODE	DESCRIPTION	RATE
ADD	Additional Compensation - Hosp. Payroll use only	
ALP	Admin. Leave with Pay	
CTA	Comp Time Hours Accrued	
CTP	Comp Time Hours Paid	
DBS	Discretionary Bonus	
FNL	Funeral Leave	
HOL	Holiday	
HWK	Hospital Holiday Worked	
JUR	Jury Duty	
MIL	Military Leave	
NDB	Non Discretionary Bonus	
OTH	Other - Miscellaneous Money - Payroll use only	
PPL	Personal Preference	
RAP	Retro Active Pay - Payroll use only	
REG	Regular Pay	
ROT	Over Time Pay	
SIC	Sick Leave Pay	
SOP	Sick without Pay	
UPE	Unpaid Leave Excused	
UPU	Unpaid Leave Unexcused	
VAC	Vacation Leave	
X01	Hosp. Low Weekend Day differential	\$0.50
X02	Hosp. Low Weekend Evening differential	\$0.75
X03	Hosp. Low Weekend Night differential	\$1.00
X04	Hosp. Low Weekday Evening differential	\$0.50
X05	Hosp. Low Weekday Night differential	\$0.75
X06	Hosp. High Weekend Day differential	\$1.00
X07	Hosp. High Weekend Evening differential	\$2.75
X08	Hosp. High Weekend Night differential	\$3.75
X09	Hosp. High Weekday Evening differential	\$1.00
X10	Hosp. High Weekday Night differential	\$2.75
X11	Hosp. Unscheduled Shift Premium (USP)-other staff	\$3.00
X12	Hosp. Unscheduled Shift Premium (USP)-RN and LPN	\$5.00
X13	Facilities and Engineering Systems differential	12.40%
X14	Hosp. High Weekday Evening/Night (RN/LPN)	
X15	Hosp. High Weekend Day/Eve/Night (RN/LPN)	
XAF	Hosp. Flight Pay	\$14.00
XCB	Hosp. Call back Guarantee	
XCB	Hosp. Call back Travel	
XCB	Hosp. Call back Worked	
XLW	Hosp. Lead Worker	7% of base

XCH	Hosp. Charge Plus - RN only -inpatient units only	\$2.00
XMT	Meeting Hours	
XPC	Hosp. Nursing Preceptor Pay	\$2.00
XOC	Hosp. On Call	\$2.50
XRG	Orientation Hours	
XTC	Teaching Hours for non-Educators	
XET	Extended Shift – Approved Procedure areas only.	1 ½ of base
XCT	Care Transformation Hours	
CCF	Critical Care Fellow Hours	
XSP	Special Project Hours	
ONE	One to One assignment Hours	
XED	Education Hours	
XVS	Virtual Staffing Pool – Approved Pool Staff only.	\$7.00
XTL	Translation differential	

APPROVAL BODY: Administrative Council  
APPROVAL DATE: 7/11/06  
POLICY OWNER: University of Utah Payroll Office

HISTORICAL INFORMATION  
ORIGIN DATE: 6/99  
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