

Classified Payroll Approval Process Overview for CLAS Chairs and Directors

[rev. 7-16-23]

Classified employees are paid bi-weekly. Unlike faculty and other salaried employees, they are required to enter the hours they worked each day. If hours are not entered in MaineStreet and approved according to the University's payroll schedule, the employee will not receive a paycheck.

- The Administrative Specialist (Kelly Gilks) in the CLAS Dean's Office approves time, including vacation and disability/sick time, for all classified employees in the College.
- Kelly will not approve overtime hours without an email from you to document your approval.
 - Pay, including the cost of benefits, for overtime hours is the responsibility of the department and must be covered by departmental resources.
 - If you forget to notify Kelly in advance, please respond immediately when she contacts you with a reminder.
- Once time has been approved, you will receive an email from Kelly with instructions to view the hours entered into the system by your employees.
- Please discuss any discrepancies with your employee and notify both Kelly and Susannah Fisher if any changes to the approved time are necessary.