Paying Employees

Faculty Appointments

1. Full year faculty appointments are for the entire fiscal year (July-June). These dates normally reflect the nine months worked from August 16 until May 15 each year.

If a part-time faculty member is appointed for only the fall semester, he or she will be paid from August 16 to December 31. If appointed for only the spring semester, he or she will be paid from January 1 to May 15.

Although faculty usually leave after semester finals, all Personnel Action forms must have an end date of December 31st (if teaching in fall semester only) or May 15th (if teaching in spring semester only, or for the entire academic year) in order for them to be paid the full salary.

2. Benefits eligible faculty may request that compensation for the academic year be paid over a twelve-month period or nine-month period. Even if they elect to be paid over twelve months, the accounting charges to the department are only reflected during the nine-month period of work.

Summer Salary

1. A copy of the Faculty Summer Salary Authorization Form (PDF) may be downloaded here. For guidelines and general information about the Faculty Summer Salary Authorization Form, please view the Guidelines on Summer Salaries (Word). If any additional assistance is needed to complete the form, please contact the Payroll Office at ext. 3410 or email payroll@rice.edu.

2. The approved summer salary form should arrive in the Payroll Office prior to May 15 for checks to be issued May 31.

3. Summer salary requests or changes for later periods should arrive in the Payroll Office prior to the 1st of the month for payment on the 15th or prior to the 15th of the month for payment at the end of the month.

4. All summer salary requests should arrive in the Payroll Office by August 1.

5. Faculty summer salary may be earned during the period between May 16 and August 15.

Faculty members who conduct research to earn their summer salary may not be paid additional university funded salary for effort performed during the same period. Summer salary must comply with the Rice University Research Policy No. 311-98.

6. Summer salaries will be paid on the semimonthly payroll cycle. Faculty who elect payment for their academic salary over 12 months will receive summer salary with their regular paycheck. Separate checks will not be issued.

7. Summer salary is supplemental salary, and therefore is taxed at the supplemental salary rate per IRS regulations.
Exempt Staff

1. Timesheets are not required for exempt staff, except for the purpose of docking pay.

   Individual departments may have requirements for individual employees to account for their time.

2. Exempt employees' pay may need to be docked for one of the following reasons:
   1. Benefit time paid, but not earned;
   2. Leave without pay for disciplinary action.

   Such payroll reductions should be turned into Payroll on a pink timesheet for processing during the pay period for which they apply.

   For deadlines, please refer to the payroll calendar

Leaves of absence: Short-term disability, Workers' Compensation, sabbaticals, etc. need not be documented on a timesheet - submit Personnel Action Forms for those.

Holiday and winter recess days worked: Document this information on the Professional, Executive, Administrative Record of Leave (PEARL) form (add 1 day of benefit time for each holiday and recess day worked).

Non-Exempt Staff

1. Payroll does not require weekly timesheets to be submitted for semimonthly non-exempt employees who are working a normal, 40-hour week. However, this time does need to be reported on the Time and Attendance Record.

2. Semimonthly non-exempt employees are paid the federally required overtime rate for hours worked in excess of 40 hours in any week. Only regular hours worked and holidays which staff members are required to observe are taken into consideration for the purpose of calculation of overtime.

3. In order for payroll to pay either additional Straight Time pay and/or Overtime pay, employees must submit a timesheet for non-exempt semimonthly employees (the pink timesheet), which is a request for pay for additional hours worked.

   A copy of the pink timesheet can be picked up from the Payroll Office, Suite 2650 of Memorial Hermann Medical Plaza or e-mail payroll@rice.edu for copies to be mailed.

Rice Works Program
The Rice Works Program is an institutional employment program sponsored by various departments to provide on-campus employment opportunities to Rice students. Students need not be financial aid recipients to be employed through the Rice Works Program.

To be eligible for employment through the Rice Works Program during the fall and spring terms a student must be enrolled at least half-time in for-credit courses at Rice University. (For undergraduate students half-time is defined as 6 hours; for graduate students half-time is defined as 5 hours.)

During the summer, a student must meet one of the following criteria:

1. is a current student registered for the upcoming fall term;
2. is an entering student admitted for the upcoming fall term who has accepted the offer of admission in writing;
3. is a student enrolled in for-credit coursework at Rice during the June/July summer session.

To hire a student, the sponsoring department should have the student complete a Student Personnel Action Form and submit this form to Student Financial Services for initial processing. Student Personnel Action Forms are available online to student through the ESTHER website. If a student has any difficulty logging into the ESTHER website, the student should contact the Office of the Registrar.

The Payroll Office may request additional employment forms. All students in the Rice Works Program are subject to federal employment rules and regulations. Students employed through the Rice Works Program are not benefits eligible. For questions related to the payroll process including timesheet deadlines and pay dates, please contact the Payroll Office.

Federal Work Study at Rice University

1. Work-study awards are student-based, not department-based. Each year Rice University receives a budget for work-study funds.
2. 75% of student wages are paid through a federal grant; the department pays 25% of wages.
3. Work-study awards are need-based awards. If a student has no unmet need (as defined by Rice), the student does not qualify for a work-study award. The student must have a work-study award offer from SFS to be employed using work-study funds.
4. There is a limit to the amount of work-study funds a student can earn. This amount is listed on a student award letter.
5. The SPAF form does not indicate a student's award offer. If the student has been previously employed during the year or if the student is also employed in another position, the student will have less funding available. Please inquire when you hire students as to their prior/current work history at Rice for the academic year.
6. Student Financial Services will receive a monthly update on the amount of work-study funds earned by students from the Controller's Office. If the report shows that the student has less than $300 or work-study eligibility left, the department will be notified.

7. If a student earns more than their offered work-study award, the department will be charged the overage.