**Key Terms**

**Semimonthly payroll (SM):** payroll schedule in which employees receive paychecks on the 15th and last day of the month (twice a month or semimonthly). There are 24 semimonthly paydays in a year: SM-1 through SM-12 are paid from January through June; SM-13 through SM-24 are paid from July through December. Pay is current, i.e., pay received on the 15th reflects work performed from the first through the 15th of the month. Pink timesheets are submitted weekly to report exceptions to the regular pay schedule. Faculty, exempt staff, and some non-exempt staff are paid on this schedule.

**Biweekly staff payroll (B2):** payroll schedule in which employees receive paychecks every other Friday (biweekly). There are 26 biweekly paydays in a year: B2-1 through B2-13 are paid from January through June; B2-14 through B2-26 are paid from July through December. Pay lags by one week. Approved timesheets must be submitted every two weeks in order for individuals to be paid. Non-exempt staff are paid on this schedule.

**Biweekly student payroll (B1):** payroll schedule in which student hourly employees receive paychecks every other Friday (biweekly). This payroll schedule also has 26 biweekly paydays in a year; paydays fall on alternate Fridays from the B2 payroll. B1-1 through B1-13 are paid from January through June; B1-14 through B1-26 are paid from July through December. Pay lags by one week. Approved timesheets (yellow for work-study students or blue for non-work study students) must be submitted every two weeks in order for individuals to be paid.

**Graduate student payroll (GR):** payroll schedule in which non-hourly graduate student employees receive paychecks on the 15th and last day of the month (twice a month or semimonthly). There are 24 semimonthly paydays in a year: GR-1 through GR-12 are paid from January through June; GR-13 through GR-24 are paid from July through December. Pay is current, i.e., pay received on the 15th reflects work performed from the first through the 15th of the month. Graduate students holding fellowships, and graduate student research assistants or teaching assistants are paid on this schedule.

**Federal Work Study:** a program administered by Student Financial Services that is funded by the Federal Government with a required contribution provided by Rice University. Eligibility criteria are set by the Federal Government. Eligible students may secure responsible employment positions on-campus at wage rates related to skills needed and prior work experience. Hiring departments are charged a portion of the student's hourly wage (25% which represents the required Rice contribution); the remainder of the student's hourly wage is paid out of the student's work-study award. All student earnings are paid on the B1 payroll. Overtime cannot be paid with these funds.

**Rice Works:** a Rice work program that makes on-campus employment available to students interested in working part-time during the academic year. Hiring departments pay 100% of the student's hourly wage. All Rice students are eligible.

**White timesheet:** timesheet used by non-exempt biweekly employees (B1) to report their hours worked, benefit time taken, etc. over the course of the two-week pay period. White timesheets must be submitted by the end of the second week of the pay period in order for the employee to receive a paycheck on the following Friday.
**Pink timesheet:** timesheet used by non-exempt semimonthly (SM) employees to request additional straight time and/or overtime pay and/or report reduction of pay. Pink timesheets must be submitted by the end of the week in which the exceptions to the work schedule occurred.

**Yellow timesheet:** timesheet used by hourly student employees with work-study awards to record their hours worked over the course of the two-week pay period. Yellow timesheets must be submitted by the end of the second week of the pay period in order for the student to be paid on the following Friday.

**Blue timesheet:** timesheet used by hourly student employees who do not have work-study awards to record their hours worked over the course of the two-week pay period. Blue timesheets must be submitted by the end of the second week of the pay period in order for the student employee to be paid on the following Friday.

**Non-exempt employee:** a person working in a position that must adhere to all requirements of the Fair Labor Standards Act. Employees in nonexempt positions are paid an hourly rate, track hours worked, and must receive at least minimum wage, as well as overtime pay for hours worked in excess of 40 in a workweek. It is preferred that non-exempt employees be on the bi-weekly (B2) payroll.

**Exempt employee:** a person working in a position that passes one of the tests exempting it from adhering to the requirements of the Fair Labor Standards Act. Employees in exempt positions are paid for performing a job, receive a fixed amount of pay each payday, and do not track hours worked.

**Labor distribution:** the combination of fund/organization/account/program/activity/location (FOAPAL) to which a person's pay is charged. Departments indicate the labor distribution for a given job on the personnel action form; all pay for that individual is charged to that labor distribution unless the department submits paperwork (pink or white timesheet for staff, yellow or blue timesheet for students, personnel action form for ongoing changes) to change the labor distribution.