

University Policy 100.03
PAYROLL

Responsible Administrator: Vice President of Fiscal Affairs

Responsible Office: Office of Fiscal Affairs

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Authority: Office of the President

Policy Statement

It is the policy of Claflin University to establish clear guidelines for payroll administration.

Statement of Purpose

This policy sets forth requirements for departments, managers/supervisors and employees to ensure that all University employees are paid in a timely and accurate manner.

Applicability

This policy is applicable to all employees of Claflin University.

Definitions

1. Fair Labor Standards Act (FLSA [29 U.S.C. 201 et. seq.]) - establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in federal, state and local governments. The FLSA is administered by the Employment Standards Administration's Wage and Hour Division within the U. S. Department of Labor.
2. The FLSA provides for exempt and non-exempt employees

- Financial Aid.
- The Office