

Boise State University Payroll Safe Harbor Procedure

Purpose

It's Boise State University's policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws.

Review Your Pay Stub

Boise State University makes every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any corrections necessary. Please review your pay stub when you receive it to make sure it is correct. If you believe a mistake has occurred, or you have any questions, please use the reporting procedure outlined below.

Non-Exempt Employees

If you are classified as a non-exempt employee, you must maintain a record of the total hours you work each day. These hours must be accurately recorded on a timesheet to verify that the reported hours worked are complete and accurate. Your timesheet must accurately reflect all regular and overtime hours worked, any absences, late arrivals, early departures and meal breaks. At the end of every other week, you should submit your completed timesheet to your supervisor for verification and approval. Employees are prohibited from performing any "off-the-clock" work. "Off-the-clock" work means work you may perform but fail to report on your timesheet. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including discharge.

It is a violation of Boise State University policy for any employee to falsify a timesheet, or to alter another employee's timesheet. It is also a serious violation of Boise State University's policy for an employee or manager to instruct another employee to incorrectly or falsely report hours worked or alter another employee's timesheet to under – or over – report hours worked. If any manager instructs you to (1) incorrectly, or falsely under – or over – report your hours worked; or (2) alter another employee's timesheet records to inaccurately or falsely report that employee's hours worked, you should report it **immediately** to the Payroll Department at (208) 426-4440.

Exempt Employees

If you are classified as an exempt employee you will receive a salary which is intended to compensate you for any hours you may work for Boise State University. This salary is established at the time of hire or when you become classified as an exempt employee.

To Report Concerns or Obtain More Information

If you have any questions about deductions from your pay, please contact the Payroll Department. If you believe you have been subject to any improper deductions or your pay does not accurately reflect your hours worked you should immediately report the matter to your supervisor. If the supervisor is unavailable or if you believe it would be inappropriate to contact that person, you should immediately contact the Payroll Department at (208) 426-4440, or any other supervisor in the organization with whom you feel comfortable. If you are unsure of who to contact if you have not received a satisfactory response within five business days after reporting the incident, please immediately, contact Alicia Estey, Executive Director of Institutional Compliance at Boise State University at (208) 426-1258. In addition, employees can choose to call the [Confidential Hot Line](#) when they are dissatisfied with their supervisor's response to a concern about illegal, unethical, and/or irresponsible acts, if they fear retaliation by their supervisor, or if they prefer to raise their concern anonymously. The toll free number is (800) 863-1299.

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Every report will be fully investigated and corrective action will be taken where appropriate, up to and including discharge for any employee(s) who violate this policy. In addition, Boise State University will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in Boise State's investigation of such reports. Retaliation is unacceptable, and any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.