Joint Employment Multiple Departments

When two or more departments contribute to the employee’s salary, the home department unit is considered the primary assignment, unless all departments involved otherwise agree in writing.

The home department is the unit in which the employee was first employed, unless all departments involved otherwise agree in writing. The home department will establish a protocol in writing of the conditions of employment for the secondary departments.

All hours worked by nonexempt employees are to be combined for the purposes of assessing overtime compensation.

A written agreement on how overtime will be calculated should be developed in advance and signed by the employee and employing departments.

Under the Fair Labor Standards Act (FLSA), a federal statute, a nonexempt employee must be compensated with either time or pay for working more than 40 hours in a workweek. Nonexempt employee who has a combination of hours worked, paid leave, compensatory time and paid holidays totaling more than 40 hours in a workweek must receive either time or pay for the additional hours.

For example, suppose an employee has two nonexempt jobs:

- Data entry clerk for 22.5 hours.
- Receptionist for 20 hours.

The system adds together the hours and pays overtime for 2.5 hours at the FLSA rate.

The Home Department Concept:

When two or more units employ a student in non-academic jobs, it is the responsibility of the Human Resources teams to communicate with each other to decide which one will act as HOME Department. When an additional job is added for a student, it is important for the Human Resources teams to communicate with each other to determine whether the student is retaining the position with the original unit. If not, that position should be ended (appointment and distributions ended), and the home department changed to the new hiring unit.

Any department that desires to employ in a joint employment arrangement an individual who is already employed by another department must first obtain the permission of the unit of primary assignment. The unit or department initiating a joint employment arrangement must coordinate all personnel transactions through the individual's unit of primary assignment; otherwise, the secondary unit will be held responsible for any additional costs caused by the lack of coordination.
Timekeepers play a vital role in the processing of employee time and subsequent pay. Timekeepers in the different areas need to communicate ahead of time and throughout the dual employment. Hours will need to be closely monitored as well. The following practices are strongly recommended:

- When hiring an employee who already works for another department, contact the Timekeeper of that department. The two of you will need to answer (with assistance from the Managers):
  a. In which department will the employee work more hours?
  b. Do any of the jobs require a set schedule?

Students use MTE like other non-exempt employees. Students record their work hours by entering their total hours per date using the MTE system as do all other positive pay non-exempt employees. When we complete a student hire in PPS, that student’s name will appear in Home department’s MTE display on the following day. Establish on time entry habits immediately with your student.

**Students forget to clock in and out.**
Inevitably your student will forget to clock in or out. Explain that he or she should contact the department’s timekeeper with the relevant date and time as soon as possible so that the correction can be made. We strongly recommend that you devise some sort of paper recordkeeping system to track hours for verification when such mistakes occur.

**Time keeping for students who have multiple jobs at UCSD.**
Your student will use the standard clocking procedure for his or her “primary job.” This requires entering only the student’s. If a student is working multiple Wage Employee positions, the Primary job is the one they were hired into first.

**Your duty to advise student of payroll delays:**
Every other week your department’s timekeeper must go into the MTE system and review or accept time for departmental employees. The deadline for this approval is shown in the PPS and Timekeeping Deadline Schedule. This is not a negotiable deadline, and failure to comply with this deadline may result in the student not being paid for their work on the correct pay day. If any delay or action on your part causes a delay in a student’s receipt of wages, it is your responsibility to notify the affected student that payment will be delayed.

**How your student receives his or her paycheck.**
We strongly encourage students to sign up for direct deposit. If a student does not sign up for direct deposit (and until the direct deposit takes effect – this may take up to two pay periods), paychecks will be picked up on each pay date at your department. The check will not be mailed to the student. If a student has multiple jobs, payment for all of the jobs will be combined into a single check and should be picked up from the primary job.

**Hours Limitation**
Student jobs may not exceed 19 hours in any week during academic terms.
This hours limitation does not apply during recess and summers when school is not in session. During these periods students should not exceed 40 hours per week in off campus community service positions. On campus, all effort should be made to keep students at less than 40 hours per week. However if a student works more than 40 hours per week, he or she must be paid time and a half for the hours worked in excess of 40.