

## 1500 Hour Wage Fact Sheet

### **WORK PERIOD**

Wage employees are limited to working 1,500 hours per agency per year, which is calculated as the 365-day period from May 1<sup>st</sup> through April 30<sup>th</sup> each year. **It is the employee and supervisor's responsibility to manager and maintain the work schedule to ensure the limited 1,500 hours are not exceeded within the May 1-April 30 365-day period.**

- If an employee has reached the maximum of 1,500 hours within the 365-day period, her or she will not be permitted to work again during the current 365-day period.
- The employee may resume working beginning May 1, which starts a new 365-day period
- NO exceptions to the 1,500-hour limit are permitted!

### **TIME CARDS**

Banner Web Time and Leave Entry System is a web-based system designed to enable employees to submit hours worked and leave time take electronically thereby eliminating submission of paper documents. Time is reported in Banner under the Self-Service Banner tab. Online timesheets for wage employees must be completed accurately, approved by the supervisor, and submitted by the appropriate deadlines. The deadlines can be found on Payroll's [pay schedule](#) website.

### **PAY STUB**

Employee paystubs are obtained through Employee Self-Service accessed through [OneCampus](#). Once logged in, go to Banner Self-Service, click on **Employee**, then click **Pay Information**, and a drop-down box will appear for **Pay Stub**. Once logged in, employees will be able to find payment summary, earnings, and other important information. For more information, visit [Payroll's website](#).

### **DIRECT DEPOSIT**

Direct Deposit is the most secure and convenient way to receive pay checks. Direct Deposit is required for all employees except Federal Work Study. An employee's net pay is sent via electronic funds transfer directly to the employee's checking or savings account(s). Multiple accounts can be designated for pay allocation. Net pay or take-home pay is available from the employee financial institution (bank) on pay day. Contact the [Payroll Department](#) at (540) 831-7610 for more information.

### **WORKER'S COMPENSATION (WC)**

Under the Workers Compensation Act, medical bills and compensation for loss of pay may be paid if injuries were received on the job or while on official University business. Accidents must be reported immediately to your supervisor. [Radford Workers Compensation Website](#)

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### **TAX DEFERRED ANNUITIES (403b)**

The University will make payroll deductions for tax-deferred annuities to participating companies. Approved 403b providers are TIAA, AIG, Ameriprise, and Equitable. To contribute to one of these providers, you must have an account with one of these providers and then the [Radford University Salary Agreement Form](#) must be completed and returned to HR. The employee or the participating company pays an administrative fee.

### **DEFERRED COMPENSATION PLAN (457)**

Newly hired and re-hired state employees are eligible to enroll in the Commonwealth of Virginia 457 Deferred Compensation Plan with a minimum contribution of \$10 per pay period. Employees may enroll online at <https://www.varetire.org/retirement-plans/defined-contribution-plans> select Commonwealth of Virginia 457 Deferred Compensation Plan, or enroll by phone by calling 1-VRS-DC-PLAN (1-877-327-5621), Option 1. The employee pays an annual administrative fee.

### **TUITION WAIVER**

Full and part-time eligible employees may request a waiver up to seven (7) credit hours (typically two (2) courses and one (1) laboratory per fall term and the spring term; as well as all intersession terms combined within a calendar year. Application and registration for course work is subject to conditions involving eligibility and other participation requirements as stated in the [Employee Tuition Waiver Policy](#).

### **UNIVERSITY PRIVILEGES**

All employees are eligible for an employee identification card, ONE Card. Radford ONE cards allow an employee and their dependents, spouse and children up to 23 years old, access to University recreational facilities during evenings and weekends when school is in session; full use and borrowing privileges from McConnell Library; and admission to select athletic events and cultural activities either free of charge or at a reduced rate.

### **WELLNESS PROGRAMS**

Radford University offers several wellness programs for faculty & staff. [CommonHealth](#) is a state-wide wellness program offering various educational programs to meet employee needs & interests. Radford University's Dept of Health & Human Performance offers [Faculty & Staff Fitness Programs](#) in Peters Hall Fitness Lab.

### **FAMILY AND MEDICAL LEAVE**

Eligible employees are provided with up to 12 weeks of unpaid family and medical leave per leave year due to their own serious health condition or the serious health condition of an eligible family member, or up to 26 weeks of unpaid leave to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the servicemember. All part-time employees who have been employed by the Commonwealth for a total of at least 12 months in the last seven years and have worked for at least 1,250 hours in the previous 12 months are eligible. Eligibility determinations are made as of the date the leave is to begin. [Family Medical Leave Policy](#)

**For More Information call (540) 831-5008**