

UW-Extension Limited Term Employment (LTE) Payroll Reminders

Excerpts from the LTE Employment Regulations and Guidelines. For the full document, click on Payroll Instructions on the LTE web site at <http://www.uwex.edu/payroll/LTE.html>

1. All appropriate paperwork must be received and approved by the Human Resources Department **before** the employee works any hours. Paperwork includes:
 - Background Check
 - LTE Request/Report – see a sample at <http://www.uwex.edu/payroll/payroll/ltesample.pdf>
 - Acknowledgement
 - W-4
 - Direct Deposit Authorization (strongly encouraged)
 - I-9 form (kept by the hiring department)
2. The LTE Request/Report must include complete funding information for the appointment. Funding changes are to be submitted, in writing, to the Payroll & Staff Benefits Office.
3. The LTE Request/Report must include 1) the expected duration of the appointment, and 2) the number of hours the employee is expected to work per week. LTEs are covered under the Wisconsin Retirement System (WRS) immediately if the appointment is expected to continue for at least one year and it is expected that the employee will work at least 600 hours.
4. All timesheets are to be received by the Payroll & Staff Benefits Office by the due date indicated on the Payroll Planning Calendar, available on the web at <http://www.uwex.edu/payroll/LTE.html>. Please do not collect and submit timesheets for multiple pay periods. Timesheets not received by the due date may not be processed until the following pay period. Faxed timesheets must be followed up by the original, signed timesheet with a note that it replaces the faxed copy.
5. Pay increase requests (amount, effective date, and reason) are to be submitted to the Human Resources Department for approval. Wage increases can be effective either the current pay period or any future pay period from the date the increase is approved. On a case by case basis, consideration may be given for special circumstances.
6. When an LTE terminates, advise the Payroll & Staff Benefits Office of the last date worked and the reason for termination.
7. LTEs are paid night differential for hours worked between 6 pm and 6 am; weekend differential for Saturday and Sunday hours; overtime for hours worked in excess of 40 hours per week; and holiday pay (time and one-half) for hours worked on a state legal holiday.
8. LTEs are not eligible for paid time off (comp time, vacation, holidays, sick leave).
9. LTEs are eligible for Worker's Compensation and Unemployment Compensation.
10. Wisconsin Administrative Code states that LTEs can work 1,043 hours per appointment in one year. Once this limit is reached, the employee's appointment must be terminated.