How to Pay USM Employees That Work a 2nd Job

Primary Job is Benefit Eligible Position

- **Non-exempt position and is paid biweekly**
  - 2nd job must be paid biweekly.
  - Complete a Personnel Action Form (PAF) to hire at a regular hourly wage.
  - Earnings from 2nd job must be submitted as overtime (OTP) earn code.
  - When employee has not worked 40 hours per week on their regular job, earnings from 2nd job will be submitted as regular (REG) earn code.
  - No Retro payments!
  - If second job worked during work hours of primary job, employee must take leave.
    - See policy number 1006.

- **Exempt position and is paid monthly**
  - 2nd job must be paid monthly
  - Complete a PAF as an Additional Pay for the total to be received.
  - No retro payments. The PAF will be processed and paid the month it is received. Example: Work is performed 2/1 – 2/14. A PAF is submitted on 2/21. Payroll is already processed; therefore the payment will be made in March.
  - Department must keep track of the time worked via excel, or other tracking method, for auditing purposes.
Primary Job is Non-Benefit Position

Non-Benefit employees cannot work more than 19 hours per week. Students and Graduate Assistants (GA’s) cannot work more than 20 hours per week. This is too include all breaks and summer.

- **Non-exempt Part-time Temporary positions paid biweekly**
  - 2nd job must be paid biweekly.
  - Cannot work more than 19 hours per week between multiple positions.
  - Complete a PAF to hire at a regular hourly wage.

- **Exempt Part-Time Faculty (Adjunct) paid monthly**
  - 2nd job must be paid monthly
  - Classes are looked at based on the whole semester, not broken down by intersession, 8 week one, etc...
  - Complete a PAF as an Additional Pay for the total to be receive.
  - No retro payments. The PAF will be processed and paid the month it is received. Example: Work is performed 2/1 – 2/14. A PAF is submitted on 2/21. Payroll is already processed; therefore the payment will be made in March.

- **Non-exempt Students to include work study and wage paid biweekly**
  - 2nd job must be paid biweekly.
  - Cannot work more than 19 hours per week between multiple positions.
  - Complete a PAF to hire at a regular hourly wage.

- **Exempt Graduate Assistants paid monthly**
  - 2nd job must be paid monthly
  - Can only work 10 hours per semester outside of their assistantship. Must have Graduate School approval prior to the work being performed.
  - Complete a PAF as an Additional Pay for the total to be receive.
  - No retro payments. The PAF will be processed and paid the month it is received. Example: Work is performed 2/1 – 2/14. A PAF is submitted on 2/21. Payroll is already processed; therefore the payment will be made in March.