

## Items to Consider When Hiring for CEL Grant Projects

The Fair Labor Standards Act requires employers to account for and pay nonexempt (part-time and full-time) employees for the hours worked within a specific pay period. (Submitting a lump sum payment at the completion of a project does not meet the FLSA employer requirement.)

- A nonexempt employee, who works more than 40 hours during the pay period, regardless of the purpose for which the individual was temporarily employed, must be paid at an overtime rate for all hours worked beyond 40.
- Part-time nonexempt and student employees can work up to 1500 hours per fiscal year.
- Students cannot work an hourly nonstudent position and student position simultaneously.
- Work Study students cannot work an hourly nonstudent position simultaneously with their work study assignment.
- CEL grants are funded with appropriated funds which cannot be used to pay student tuition.
- Travel and meals are reimbursed as outlined in policy #204, Appropriateness of Expenditures. Items should be submitted for reimbursement through the Accounts Payable department.

Employee Type	Employment Considerations	Budget Considerations	Payment Type
UVU Student	<ul style="list-style-type: none"> <li>• Hours add to total hours worked for fiscal year.</li> <li>• International students are limited to 20 hrs per week. Some exceptions may apply. Contact Career Services/Student Employment for specific questions.</li> </ul>	<ul style="list-style-type: none"> <li>• May or may not be FICA exempt.</li> </ul>	<ul style="list-style-type: none"> <li>• Hour for hour. Hours worked must be submitted on a time card and paid through the UVU payroll process.</li> <li>• Consult with CSSE for appropriate pay rate.</li> </ul>
UVU Part-Time Hourly (non-student)	<ul style="list-style-type: none"> <li>• Not eligible for FICA exemption. Hours add to total hours worked for fiscal year.</li> </ul>	<ul style="list-style-type: none"> <li>• 8%</li> </ul>	<ul style="list-style-type: none"> <li>• Hour for hour. Hours worked must be submitted on a time card and paid through the UVU payroll process.</li> <li>• Consult with HR for appropriate pay rate.</li> </ul>
UVU Full-Time Faculty		<ul style="list-style-type: none"> <li>• 23.3% additional cost for benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Lump sum (policy 363)</li> </ul>
UVU Full-Time Nonexempt	<ul style="list-style-type: none"> <li>• Hours worked on CEL grant must be paid at 1 ½ employee's hourly pay rate.</li> </ul>	<ul style="list-style-type: none"> <li>• Overtime determined by employee's current pay rate.</li> <li>• 23.3% additional cost for benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Hour for hour. Hours worked must be submitted as overtime on a time card and paid through the UVU payroll process.</li> </ul>
UVU Exempt		<ul style="list-style-type: none"> <li>• 23.3% additional cost for benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Lump sum (policy 363)</li> </ul>
Non UVU student or Non UVU employee	<ul style="list-style-type: none"> <li>• Must be hired as a UVU employee through HR employment. Contact HR Employment for specific questions.</li> </ul>	<ul style="list-style-type: none"> <li>• 8%</li> </ul>	<ul style="list-style-type: none"> <li>• Hour for hour. Hours worked must be submitted on a time card and paid through the UVU payroll process.</li> <li>• Consult with HR for appropriate pay rate.</li> </ul>

\*FICA - FICA stands for the Federal Insurance Contributions Act. The FICA tax consists of both Social Security and Medicare taxes. Social Security and Medicare taxes are paid both by the employees and the employer. Both parties pay half of these taxes. Employees pay half, and employers pay the other half. Together both halves of the FICA taxes add up to 15.3%. The 15.3% FICA tax is broken down as follows:

Social Security (Employee pays 6.2%)  
 Medicare (Employee pays 1.45%)  
 Total (Employee pays 7.65%)

**Social Security (Employer pays 6.2%)**  
**Medicare (Employer pays 1.45%)**  
**Total (Employer pays 7.65%)**