

## Multi-Location Employees

### PROJECT ASSIGNMENT – NON-EXEMPT EMPLOYEE

**Project Assignment:** Current employees can be “hired” to assist in a project capacity in other Archdiocesan locations. This type of work is not filling a “regular position” and the employee should not be performing this work on a regular on-going basis. This is truly for one-time (or other minimal number) project type work.

1. If the employee you would like to hire is non-exempt, you are not able to pay him/her a lump sum, you must pay him/her hourly, which may include overtime if your project causes him/her to work over 40 hours in a work week.
2. Before agreeing to hire the employee for your assignment, you must first contact his/her home location supervisor and payroll administrator to request approval to hire the employee and ensure the home location is willing to agree to pay the employee in UltiPro for your project work and be reimbursed by you after the work is completed.
3. The project location will fill out the ***Hourly Employee One Time Project Agreement (Form C)*** and submit that to the employee’s home location supervisor for signature. This Agreement outlines the date(s) and nature of the work requested, pay rate (employee’s current hourly rate for all similar work) and agreed upon reimbursement process.
4. Once work has been done, **the employee** will add the hours to his/her timesheet for the week in which the work was done and the project supervisor will confirm/verify hours worked with home location. The home location will pay per usual once hours have been confirmed by the project supervisor.
5. **The hours must be included on the employee’s timesheet within the same pay week in which the work was completed.**
6. The home location will fill out the reimbursement section of the ***Project Agreement form*** and send a copy to the project location supervisor with the total amount to be reimbursed.