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## Section 4: COMPENSATION MANAGEMENT

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### 4.1. Wage and Salary Administration

- ☐ Each position is classified and is assigned a specific pay range / Consolidate pay by the Office of Human Resources.
- ☐ The Office of Human Resources reviews specific positions to ensure that positions are correctly classified and that job descriptions reflect any changes in the duties and responsibilities of the position.

### 4.2. Categories of Appointment and Pay Ranges

- ☐ The policy of the GIET University is to attempt to maintain pay rates that are competitive in the appropriate local and national markets, taking into consideration the GIET University's fiscal position and its geographic location. All pay ranges are established and maintained by the Office of Human Resources.

### 4.3. Wage and Pay Changes

- ☐ Wage and pay recommendations following initial hire are submitted on a fiscal year basis by principal administrators at the time budgets are prepared. Guidelines/Feedback forms and procedures are established by the Office of Human Resources and are distributed to each department annually.

NB: Pay increases are generally effective January 1st of each year.

### 4.4. Pay Procedures

- ☐ Most employees are paid on monthly basis. The monthly payment for time worked 21st of previous month to 20th of the current month is made on the 30th / 31st of current month.
- ☐ In the event the 30th or 31st falls on a Sunday, holiday, or on a day that GIET University is closed for normal business, payment is made on the preceding working day.
- ☐ The GIET University provides direct deposit service for staff members with State Bank of India accounts. It is recommended that staff members take advantage of this service as a convenience both for themselves and for the GIET University.
- ☐ On exceptional cases the remuneration is paid by cash where the remuneration is less than Rs 5, 000/- (Rupees Five Thousand) only by the Accounts Department.



## 4.5. Compensation

### 4.5.1. Overtime

- ☐ Administrative and professional staff members are considered to be exempt employees and thus are not compensated for overtime work.
- ☐ However exempt employees are compensated with a paid leave for the holidays he/she was engaged on duty which should be availed within the same quarter.

### 4.5.2. Payroll Deductions

The following is a list of deductions that either must or may be taken through the payroll process as per the rules of the Govt. of India / Odisha.

- ☐ Professional Tax
- ☐ T.D.S
- ☐ Re payment of Loans
- ☐ LIC / Other
- ☐ Other Deductions

(LOAN REPAYMENT - GIET UNIVERSITY loans only)

## 4.6. Hours of Work

The normal hours that department is to be open to provide services to the various publics are 8:30 a.m. to 6:00 p.m. Monday through Saturday. (Lunch Break – 1.30 p.m. – 3.00 p.m.)

Offices under the administrative control are normally open for services from 9:00 a.m. to 7:00 p.m. Monday through Saturday. (Lunch Break -1.30 pm to 3.00 pm)

Working hours of some department and other exceptional staff members may vary as per the shift duties assigned to them/ or as approved by the authority.

- ☐ Teaching staff members are required to maintain minimum 8.00 working hours per day.
- ☐ Non-Teaching and supporting staff members are required to maintain 8 hours working hour per day.