

Work Hours/Schedules BU-PP 802

Policy:

Baylor University establishes work schedules in order to provide and administer wage and salary benefits in compliance with all applicable laws. Changes in an employee's work schedule must be approved by his/her supervisor and/or department head.

Topics:

Work schedules

Breaks

Procedures for recording hours worked

Attendance

Related policies:

BU-PP 305 — Overtime Pay

BU-PP 807 — Staff Discipline

Additional information:

Monthly Absence Record

Contact:

Human Resource Services Office (x2219)

Payroll Office (x2217)

Work schedules—

- A workweek commences at 12:01 a.m. Sunday and ends 12:00 midnight the following Saturday.
- Offices are normally open from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m., Monday through Friday or as function requires (many offices must be open during the lunch hour to provide service to their constituents).
- Employees are expected to observe work schedules as approved by the University, department heads and supervisors.
- The department head or supervisor should be contacted immediately when the employee cannot report to work.
- Changes in employees work schedules must be approved by their supervisor and department head.
- For employees paid monthly, a workweek is normally forty plus (40+) per week.
- For employees paid bi-weekly, a workweek is normally up to forty (40) hours per week. See [BU-PP 305](#) regarding overtime pay.
- **Excessive absences should be reported to the Human Resource Services Office.**

Breaks—

Two daily ten-minute breaks are optional for all employees at the discretion of the department heads.

Procedures for recording hours worked—

Employees paid monthly: Employees paid monthly are not required to record hours worked.

Employees paid bi-weekly:

1. The Payroll Office will provide department heads with a bi-weekly pay period schedule for each calendar year. The schedule may be viewed at:
<http://www.baylor.edu/payroll/index.php?id=4389>

2. The Payroll Office will provide employees with electronic or paper time cards for recording the employee's time for each scheduled bi-weekly pay period. For instructions, go to: <https://www.baylor.edu/payroll/doc.php/269859.pdf>
3. Employees are responsible for maintaining, submitting, and signing their own time cards. Time must not be filled out in advance.
4. Supervisors and/or department heads are responsible for reviewing, verifying, approving and submitting time cards to the Payroll Office no later than noon on the Tuesday following the close of the pay period.
5. Actual hours worked each day must be reported on time cards by recording actual clock reading rounded to the nearest quarter hour.
6. If time is made up for non-pay status time off, the time missed should be made up during the same work week.

Note: *Intentional distortion of a time record shall be considered adequate grounds for dismissal. Any employee receiving instructions to complete time records misrepresenting the facts should refuse to do so and should report the incident immediately to the Human Resource Services Office.*

Absences—

Employees paid monthly:

Department heads and employees should maintain records of absences. Excessive absences should be reported to the Human Resource Services Office.

Vacation, sick, and personal time accrual for monthly staff should be maintained by the department using the [Monthly Absence Record](#).

Employees paid bi-weekly:

Absence records for bi-weekly paid employees are tracked and maintained through the Human Resource Information System (HRIS).