



WESTMINSTER UNIVERSITY

TIME REPORTING GUIDELINES FOR HOURLY STUDENT EMPLOYEES

These guidelines apply to all hourly (non-exempt) student employees. Supervisors are responsible for ensuring compliance with all requirements outlined here.

Employee Time Reporting Responsibilities:

- Hourly employees are required to report actual hours worked each day.
- Hours must be submitted in Self-Service by **5 p.m. on the 15th and last day of each month** (the end of each pay period).
- If any hours are not submitted by this deadline, employees should let their supervisor know immediately. Employees must work with their supervisor to ensure their hours are entered prior to the supervisor approval deadline.

Supervisor Responsibilities:

To comply with Department of Labor Fair Standards Act (DoL FLSA) reporting requirements, supervisors must input and approve all hours worked during the pay period for any employee who has not submitted their time prior to the deadline.

Supervisors must:

- Establish a weekly schedule for each hourly employee.
 - Pay weeks run from Sunday to Saturday. All hourly employees should have an established weekly schedule of up to 40 hours or less for each pay week.
 - For student employees, work hours should be 20 hours or less per week while classes are in session.
- Schedules can be adjusted each week based on department needs.
- Students can work up to 40 hours during school breaks but are not permitted to work over 40 hours in a pay week in any circumstance.
- Supervisors are responsible for ensuring employee hours are monitored and reported accurately.
- Supervisors must review and approve all time reported by **Noon (12 p.m.) on the 1st and 16th** of each month. If hours submitted by an employee are not correct, or have not been submitted at all, supervisors should make necessary adjustments.
- If an employee fails to enter their time worked by the time entry deadline, the supervisor should reach out to the employee and update the employee's time entry on behalf of the employee. If the supervisor is unable to reach the employee to confirm hours worked, the supervisor should enter the hours the employee was assigned to work.
- If an employee fails to enter time, and the supervisor fails to correct the time entry for the employee, any hours not approved in Self-Service by the approval deadline must be submitted to Human Resources. This situation should be avoided.



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What Time Should Be Reported?

Time spent on campus IS paid when:

- The employee is scheduled to work and performs the assigned work.
- The employee is scheduled to work and is waiting for work to be assigned (such as an athletic trainer who reads a book while waiting to meet with a student athlete).
- The employee is not allowed to leave campus.
- The employee is called in to work outside their regularly scheduled hours.
- On a scheduled break of 20 minutes or less.
- When an employee is scheduled to work holidays as an essential employee. Students should only be working holidays if scheduled and are considered essential on that holiday.

Time spent on campus is NOT paid when:

- The employee takes a meal break of 30 minutes or more, during which they are not required to perform any work.
- The employee attends an event, meeting, lecture, training program, or any other activity that is not mandatory and not directly related to their job.
- The employee has uninterrupted sleep time during a work assignment lasting more than 24 hours.
- The employee may be called upon to work, but is free to spend time as they choose and not required to be on campus.

Time spent off campus IS paid when:

- The employee is required to work from home. Staff must obtain approval from their supervisor in advance. Students are not permitted to work from home.
- The employee is travelling for business reasons during regularly scheduled work hours. This applies during the work week and on weekends. For example, if an employee typically works 8 a.m. - 5 p.m. Monday through Friday, any time spent travelling for work between 8 a.m. and 5 p.m. is paid, even on Saturday and Sunday.

Time spent off campus is NOT paid when:

- An employee is traveling to and from work at their regular location.
- An employee is traveling to an alternate location, such as the airport, and is not required to report to campus first.
- Travel time extends beyond scheduled hours, and the employee is a passenger on an airplane, train, boat, bus, or automobile.
- Employees have uninterrupted sleep time during travel periods of 24 hours or more.