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# TIMEKEEPING, HOURS AND PAYROLL

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## WORK SCHEDULE

Employees are required to document the actual and specific time the workday began and ended.

**Workweek:** The current workweek begins at 12:00 a.m. on Saturday and ends at 11:59 p.m. the following Friday.

**Flex Time:** SWOSU recognizes the benefit of, where feasible, providing employees with a degree of flexibility in their work schedule. Therefore, supervisors are able to assign the work shifts for their employees. This practice is allowable only when an adjustment of the normal workday does not adversely impact the services provided.

**Nonexempt Employees:** The normal work schedule for all regular, full-time employees will not exceed forty hours per workweek. Supervisors will advise their employees of their work schedules. Employees are required to document the actual and specific time the workday began and ended. By signing the timesheet form, the employee is affirming the information is accurate. Nonexempt employees who work in excess of 40 hours in a given workweek are eligible for either overtime pay or compensatory time. As constraints on departmental budgets vary throughout the university community, the decision as to award overtime pay or compensatory time is at the discretion of the budget unit head or his/her designee.

- a) **Overtime:** When operating requirements or other needs are not met during regular working hours, nonexempt employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. Employees working overtime are to receive the supervisor's prior consent. By signing the timesheet, supervisors authorize overtime earned. Overtime assignments will be distributed as equitably as is practical to employees within a work unit.

Overtime compensation is paid in accordance with federal and state laws. For hours worked in excess of 40 hours in a given workweek, nonexempt employees are compensated at the rate of one and one-half times their normal wage rate.

Overtime pay and compensatory time at the time of one and one-half rate is based on actual hours worked. Time off on sick leave, annual leave, holidays, as well as additional leave types will not be considered hours worked for the purpose of calculating time at the one and one-half figure. *For example: An employee takes 4 hours leave to go to the doctor on Monday and then works 6 hours that same day. The employee should show 6 hours worked with 2 hours sick leave. Another example: If the employee takes 4 hours leave to go to the doctor on Monday and then works 8 hours, there would be **NO** sick leave because the employee worked 8 hours. These scenarios will apply to any daily work schedule.*

Overtime pay and compensatory time will be calculated at an employees' regular rate of pay (straight pay) if a workweek includes a holiday, annual leave, sick leave, etc., (as they are not considered hours worked). *For example: Monday was a legal holiday and then the employee*

*worked 42 hours Tuesday through Friday. Forty eight (48) hours (40 hours worked and 8 hours holiday) will be at straight time and the two hours over 40 will be calculated as overtime.)*

As a condition of employment, all employees may be required to work occasional or periodic overtime hours as determined by SWOSU.

- b) Compensatory Time:** Compensatory time (frequently referred to as comp time) is accumulated by nonexempt employees who work in excess of their normal work schedule (40 hours/week) with such time not being paid out to the employee at that time. The maximum compensatory time which may be accrued by an employee is 80 hours. Employees automatically receive compensation for any hours earned above this cap. The employee and supervisor will arrive at a mutually agreeable time for comp time to be taken. To the extent possible, approval of comp time will be during non-peak hours for the department/university. **Note:** The decision to pay comp time or to accumulate time is the decision of the employee's budget unit head.

*Note: It is the practice of SWOSU for employees to use comp time before annual leave unless their annual leave balance is greater than or equal to 480 hours.*

Employees transferring from one department to another are required to use accumulated compensatory time prior to transferring or be paid by the department in which the time was earned.

Upon leaving the employment of SWOSU, employees who have compensatory time shall receive compensation for any unused accrued compensatory time. If an employee eligible for compensatory time should die, his/her estate shall be paid for the time that has been accrued but not used.

- c) Rounding Procedures:** Nonexempt employees will accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record any beginning and ending time of split shifts or departures from work for personal reasons. **The weekly total hours worked will be rounded up or down to the nearest quarter hour.** (See Timesheet Form on SWOSU's web site.)
- d) Call Back:** An employee who is called back to work outside of their normal work shift shall be paid for a minimum of two hours time. A call back that requires the employee to leave their home to come back to campus will constitute an emergency that needs immediate attention that cannot wait until normal working hours. It is preferable that the situation be managed over the phone without coming to SWOSU.