

## POLITICAL SCIENCE DEPARTMENT EMPLOYMENT POLICIES

**\*\*\*Do not work until you receive an email informing you that you have been authorized to start working\*\*\***

### How clock in and out

BYU uses a system called Y-Time. You can clock in through the BYU app or by using the Y-Time wall clock devices that are located in various buildings around campus. If neither of these methods are available to you, you can use the Y-Time portal through myBYU.

To get the BYU app and clock in via your phone or other mobile device:

- [How to get the BYU App](#)
- [How to use the Y-Time feature](#)

Y-Time wall clock locations:

- The main floor of the KMBL
- Lobbies of the ground floor of the JFSB
- [Go here](#) for a complete list of clock locations

To add the Y-Time portal to your myBYU homepage:

- Log into **myBYU** with your NetID and password
- Select **Customize** in the upper left-hand corner, then **Add Apps**
- Search for **Y-Time** and select **Add** in the upper right-hand corner

For further information on using Y-Time, stop by 745 KMBL or email [carina.alleman@byu.edu](mailto:carina.alleman@byu.edu)

### Clock in and out accurately

- Do not allow others to record hours for you.
- Do not clock in or out other than when you actually start or stop working.
- Never clock out late. Just clock in normally and fix the problem yourself later or submit an online correction (see below).
- Do not falsify your timesheet by recording hours when you weren't actually working. *This includes recording hours worked in a different week to get around the 20-hour rule.*

### Exceptions

You may occasionally receive emails telling you that you have an "Exception" on your timesheet. This means you may have a missed punch, a shift over 12 hours long, or have overlapping punches (if you have more than one campus job).

- To fix your timesheet:
  - Self-corrections can be done to any field highlighted in **blue**. Enter the correct information in that field and then select "Submit" at the bottom.
  - [Online timesheet correction form](#). Carina will enter the change on your behalf.
- You will not be paid for hours worked on days with exceptions until exceptions are resolved!

### Weekly/daily work hours

The BYU work week starts at 12:00am on Saturday morning and ends at 11:59pm on Friday night.

- All undergraduate students are limited to 20 hours per week for all campus jobs combined.
- You *may* work up to 40 hours per week (with supervisor approval) during Spring/Summer terms.
- **International students** must check with the International Office before working over 20 hours a week.
- BYU policy requires your weekly average to not exceed 28 hours over the course of the year. If your weekly average exceeds 28 hours, your employment may be terminated.

*\*\*\*Working on Sundays in this department is allowed only in cases of extenuating circumstances, and you must get pre-approval from your supervisor\*\*\**

### **University policy for short breaks**

- The Fair Labor Standards Act states the following: “Rest periods of short duration, running from 5 minutes to about 20 minutes, are common in industry. They promote the efficiency of the employee and are customarily paid for as working time. *They must be counted as hours worked.*” (emphasis added).
- **Do not clock out for short breaks.** Please do not abuse this practice and continue to show integrity in your time reporting.

### **Direct Deposit**

- Required for all employees of BYU. Set it up before your second paycheck.
  - Sign into **myBYU**, then find **Campus Links**
  - Under **Work**, select **Direct Deposit** and enter the information under the Payroll heading.
  - If you already set up Direct Deposit for Financial Aid, you still need to do it again for Payroll.

### **FERPA Training**

All student employees of the BYU Political Science Department are required to complete online FERPA training annually. This training takes about 30 minutes and should be recorded as time worked.

- If you have not done FERPA training within the last year, please clock in and go [here](#) to view the video on FERPA Training for Faculty. **This training should be completed within two weeks of your hire.**

### **Questions?**

- Contact Carina Alleman, Political Science Department Administrator.
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