Political Science Department Student Employee Policies & Expectations

1. **Shifts and Breaks:**

   - **BYU work week:** 12:00am (midnight) Saturday morning – 11:59pm Friday night
   - **Undergrad Weekly Work Limits** (for all campus jobs combined)**:** Fall/Win: **20 hrs**; Sp/Su: **40 hrs**
     - **Affordable Care Act** and BYU Policy: **Average hours per week cannot exceed 28.** Please make sure your weekly average hours are 28 or lower or your employment will be terminated!
   - **Sundays:** Working on Sunday is prohibited without extenuating circumstances and pre-approval
   - **Breaks:**
        4 hours or more: take a 10-minute paid break during the shift *(cannot be taken at the beginning or end)*
        5-6 hours: 30-minute off-the clock break after 5 hours
        6 hours or more: 60-minute off-the clock break after 5 hours

2. **Set up your Direct Deposit:**

   - Sign into **myBYU**
   - Expand the **Work** menu under the **Campus Links**
   - Select **Direct Deposit** (opens up a pop-up window)
   - Click on **Payroll Direct Deposit**
   - Follow the directions as outlined

3. **Know the expectations:**

   a. **Starting up:** If you do not have a valid I-9 on file with Student Employment on the first day you work, *you are working **illegally*** and may be in danger of not being compensated.
      - You will receive an email from your Time Manager once your hire request has been approved
      - Once you receive this email, you may start clocking in and out for yourself. To find out how, go to http://politicalscience.byu.edu and select the dropdown menu under **Student Employees**. Review the **Y-Time Online Training** instructions, then sign up for and view the training
      - Read/print current **Pay Period Ending Dates,** which are available on the same dropdown menu

   b. **You are expected to punch in and out properly and accurately for all time worked**
      - Clock in/out for yourself—do not allow others to punch for you
      - Do not clock in or out other than when you actually start or stop working

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   IF YOU MISS A PUNCH, PLEASE DO NOT PUNCH LATE!
   Skip that punch, pretend you did it correctly, and keep punching in/out normally for the remainder of the day/week. Once the missed punch registers in Y-Time, you can either enter the missing punch yourself or email it to your Time Manager.
   NOTE: If you forget to clock out and Y-Time still lists your status as "IN",
   you do not need to clock out to stop the clock or to clock in for another shift.
   Go ahead and clock in normally and fix the missing out-punch later.

   DO NOT ATTEMPT TO MAKE UP HOURS THAT YOU DIDN'T RECORD
   If you forgot to clock time worked, do not add false times to your timesheet to add up to the amount of time you missed. Instead, email the real times to your Time Manager.

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c. **Exceptions:** You may receive an email from your Time Manager or from the Payroll Office informing 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 in-punches (if you have more than one campus job).
- Resolve exceptions as soon as possible, either by doing a self-correction or emailing the correction to your Time Manager
- If you have an exception on any day during a pay period, **you will not receive pay for any hours worked on that day until the error is resolved!**
- **NOTE:** If the Y-Time portlet on myBYU is not working, please go through the following steps to clock in/out and to view your Timesheet:
  - Under **Campus Links**, expand the **Work** menu
  - Click on **Human Resources/Payroll**
  - To clock in/out, follow this pathway: **Main Menu** > **Self Service** > **Y-Time**
  - To view your timesheet, follow this pathway: **Main Menu** > **Self Service** > **Time Reporting** > **Report Time** > **Timesheet**
  - You can save both of these pages as Favorites by clicking on **Favorites** just to the left of **Main Menu**, then clicking on **Add to Favorites**

d. **You are required to turn in COMPLETE, TIMELY, and MINIMAL corrections**
- Check your timesheet regularly and make corrections within 48 hours of the error.
  NOTE: In order to look at your timesheet, make sure you have pop-ups enabled on your browser!
- Emailed corrections to your Time Manager must include the following:
  1. First and last name
  2. Numeric date (not the day of the week)
  3. The exact punch times (whether they are IN or OUT as well as AM or PM)
  4. Why the punches need correcting
- 90% of your timesheet should be correctly punched by you. Please inform your Time Manager of any extenuating circumstances.

e. **You are expected to submit a Hire Form for each job each semester**
- Bring a new hire form to your Time Manager whenever you need to start, continue, or change a job in this department at the beginning of each semester
- Any jobs without Hire Forms for the current semester will be terminated. You will receive reminder emails – please respond to them!