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?
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