



**Policy Title: Work Hours and Schedules**

**Policy Number: BU-PP 802**

**Date Issued: Updated January 15, 2007**

**Responsible Executive: Vice President & Chief  
Human Resources Officer**

**Date Last Revised: August 30, 2021**

**Responsible Office: Human Resources**

## **Work Hours and Schedules BU-PP 802**

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### **Policy Statement**

Baylor University (the “University”) establishes work schedules for employees in compliance with applicable laws and mission requirements.

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### **Reason for the Policy**

Employees are provided wage and salary benefits by the University in compliance with applicable laws.

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### **Individuals/Entities Affected by this Policy**

All University employees

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### **Exclusions**

NONE

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### **Related Documents and Forms**

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#### **University Policies and Documents**

[Overtime Pay](#)  
[Vacation Time](#)  
[Health Leave](#)  
[Holiday Time](#)  
[Staff Disciplinary Actions](#)

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#### **Other Documents**

Fair Labor Standards Act (FLSA)  
Texas Payday Laws  
Other Applicable state and municipal wage laws  
1. Work Hours and Schedules (BU-PP 802)

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**Forms and Tools**

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[Travel Guide for Non-Exempt Employees](#)  
[Payroll Office](#)

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**Definitions**

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These definitions apply to terms as they are used in this policy.

<b>Workweek</b>	A traditional workweek commences at 12:00 a.m. Sunday and ends at 11:59 p.m. the following Saturday. Workweeks for schedules outside of the traditional workweek may be established by department heads to meet operating needs.
<b>Non-exempt employee</b>	Hourly paid employee, eligible for overtime pay
<b>Exempt employee</b>	Salaried employee, not eligible for overtime pay
<b>Pay Period</b>	Scheduled and posted on the Payroll Office website to ensure timely payroll payments to employees and allow accurate calculation of leave accrual and payment, payroll deductions, and federal taxes
<b>Timecard Proxy</b>	The person authorized to review and submit timecards in absence of the supervisor

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**Contacts**

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<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Office email/web site</b>
<b>Policy Questions</b>	Human Resources	254-710-2000	<a href="mailto:askHR@baylor.edu">askHR@baylor.edu</a> <a href="https://hr.web.baylor.edu">https://hr.web.baylor.edu</a>
<b>Excessive Absences</b>	Human Resources	254-710-2000	<a href="mailto:askHR@baylor.edu">askHR@baylor.edu</a> <a href="https://hr.web.baylor.edu">https://hr.web.baylor.edu</a>
<b>Payroll Schedule</b>	Payroll Office	254-710-2217	<a href="mailto:Payroll_Office@baylor.edu">Payroll_Office@baylor.edu</a> <a href="https://payroll.web.baylor.edu">https://payroll.web.baylor.edu</a>
<b>Timecard Entry</b>	Payroll Office	254-710-2217	<a href="mailto:Payroll_Office@baylor.edu">Payroll_Office@baylor.edu</a> <a href="https://payroll.web.baylor.edu">https://payroll.web.baylor.edu</a>

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## Responsibilities

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<b>Staff and student-employees paid bi-weekly (non-exempt)</b>	Accurately record hours worked and hours absent for each pay period via the system put in place by the University, submitting timecard no later than midnight on the Sunday following the end of each pay period.
<b>Staff employees paid monthly (exempt)</b>	Accurately record hours absent from work through the system put in place by the University.
<b>Supervisor</b>	Reviews, verifies, approves, and submits timecards for non-exempt staff in the system put in place by the University no later than noon on Monday following the end of each pay period. Reviews and approves/rejects requests for leave time from non-exempt and exempt staff through the system put in place by the University in a timely manner.
<b>Human Resources</b>	Reviews absence reports and leave requests and validates timecards for payroll processing.
<b>Payroll Office</b>	Ensures minimum wage rate and overtime pay rate compliance, timely payroll payment, deductions, and federal and any applicable state taxes by processing payrolls per the posted payroll schedules.

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## Principles

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Supervisors schedule employee work hours within the typical workweek in order to support the University and to provide and administer wage and salary benefits in compliance with all applicable laws.

Typical office hours are 8 a.m. to 5 p.m., Monday through Friday, unless otherwise approved by the individual department, as the office function and business needs require.

Two ten-minute breaks (paid) are optional for all employees for each four hours worked and should be coordinated with the supervisor. Breaks may not be taken at the start or the end of the shift unless approved by the supervisor.

A meal period is a non-worked, unpaid period of 30 minutes to 60 minutes. The meal period can be waived with mutual supervisor/employee consent, in which case it is counted as regular time worked. Best practice is to allow a scheduled meal period for workdays of six hours or more to be taken no later than after five hours of work.

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## Procedures

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Work schedule expectations:

- Employees are to observe work schedules as approved by the University, department head, and/or supervisor.
- Employees are to contact the supervisor or assigned proxy as soon as they know they are unable to report for work as scheduled, according to their department's procedures.
- Changes in the employee's schedule require supervisory approval.
- Supervisors work with the department's Human Resources Consultant to report and address excessive employee absences or employee's inability to manage leave balances for needed absences.

Refer to [BU-PP 305, Overtime Pay](#), for detailed discussion of what is included in work time.

Refer to [BU-PP 403, Health Leave](#), for detailed discussion of eligibility and availability of leave hours.

Recording hours worked and leave hours for non-exempt employees:

- Non-exempt employees record hours worked via the system put in place by the University and submit the timecard for approval no later than the Sunday following the end of the pay period. Detailed instructions for timecard entry and submission for approval are located on the Payroll Office website.
- Employees must record all actual hours worked each day per the actual clock reading.
- If approved by the supervisor, any work hours missed from the employee's normal work schedule, and is therefore "un-paid", may be made up by working additional hours during the same workweek. An employee is still required to record hours absent from work using the appropriate leave type if they fail to make up any hours missed during the workweek in order to be paid for those hours.
- Required work-related training, lectures, or meetings should be recorded as hours worked.
- Attendance at University-sponsored events approved by the department head should be recorded as hours worked.
- Leave time is recorded and tracked in the system put in place by the University.
- Hours worked in excess of 40 each week are paid as overtime and should be approved in advance by the supervisor.
- Employees should not complete timecards in advance of hours worked.
- Intentional falsification of a timecard may result in disciplinary action, up to and including termination. Should any employee receive instructions to complete timecards misrepresenting actual hours worked, the employee shall refuse to do so and report the incident to Human Resources.
- Supervisors, or the assigned proxy, reviews, verifies, approves, and submits timecards in the system put in place by the University no later than noon on the Monday following the end of the pay period.

Recording leave hours for exempt employees:

- Exempt employees record absences through the system put in place by University.