

Arkansas State University System

Maximum Working Hours for Part-Time Non-Students

Frequently Asked Questions

1. How many hours can a part-time non-student employee work per week?

A work week is defined as Monday through Sunday. Although the operating procedures allow a maximum of 29 hours per work week, all colleges and divisions have adopted the 28-hour rule per work week.

2. Can a part-time non-student employee work over 28 hours per work week?

No.

3. What if a part-time non-student employee works in another department on the ASUJ campus, how many hours can they work?

Part-time non-student employees can only work a maximum total of 28 hours across campus.

4. What if the employee fails to submit their timesheet by the payroll deadline?

The hours may be entered on the following timesheet, with the hours recorded on Saturday or Sunday of the timesheet, with very detailed information on the days and hours worked added to the comment section.

5. If a part-time employee does not work the maximum hours during the current week, can the hours be carried over to the following work week?

No, hours cannot be carried over to other weeks. For example, if an employee works twelve (12) hours this week, they cannot carry the remaining hours over to the next week, as it would cause them to work over the total maximum of 28 hours per work week.

6. We have previously paid part-time employees a flat amount for work performed. Can this be continued?

No. If an individual is not a full-time employee, you will no longer be able to pay the employee a flat amount. All part-time employees will be paid on an hourly basis and required to enter their hours worked via BANNER Self-Service.

7. Will all part-time employees be required to transition to timesheets?

Yes. Please remember that hourly employees are paid in-arrears (i.e. time entered for July 1-15 is paid on July 31).

8. How will hours be monitored?

Through the BANNER Self Service system.

9. How is the hourly rate of pay determined for part-time non-student employees?

The hourly rate of pay for part-time non-student employees is based on the job duties and responsibilities and paid in accordance with the State Pay Plan. An hourly rate of pay should not be disclosed to a prospective employee until confirmation has been received from the Human Resources Department.

10. When does the operating procedure regarding part-time non-student employees take effect?

The operating procedure is effective June 16, 2013.