

Students with Doctoral and Graduate Assistant Job Titles

September 2015

The following is a summary of the timekeeping rules for the new Doctoral and Graduate Assistant positions.

All Doctoral and Graduate Assistants will use “exception” time reporting via the SAP Portal. They will have a default calendar in SAP, but without holidays. A holiday will look like a normal workday.

These students must enter deviations from the normal work schedule including additional hours worked and hours taken off. Hours are evaluated for each work week (Sunday – Saturday).

Doctoral and Graduate Assistant Non-Exempt

- Will be paid monthly for all hours included in their FTE (this is the default schedule).
- Must enter Additional Hours Worked which will trigger payment at straight time of all hours over their FTE up to 40.
- When default hours plus additional hours worked exceeds 40, will automatically be paid for any hours over 40 at time and one half.
- Must enter when don't work the default hours – generally Leave Without Pay. This is especially important during holidays if the student does not work.
- Can use a strategy of Adjusted Scheduled Hours to offset Additional Hours Worked in the same work week to avoid additional payment or leave without pay.
- Adjusted Scheduled Hours and Leave Without Pay cannot be used in the same week. Instead use Additional Hours Worked and Adjusted Scheduled Hours combination, even if Adjusted Scheduled Hours are more than the Additional Hours Worked. Any hours not covered by Additional Hours Worked will reduce the student's paycheck. This will show as Unaccounted Work Hours on the Time Statement.

Doctoral and Graduate Assistant Exempt

Same as above except:

- When default hours plus additional hours worked exceeds 40, no payment will be generated. These hours over 40 are essentially forfeited.

Time Entry Examples for Students with Doctoral and Graduate Assistant Job Titles

Example 1: This employee worked more than the planned working time so the additional 6 hours will be paid on the next payroll. Only additional hours worked (0100) need to be entered.

	Planned Working Times	Hours Worked	Hours Taken Off	SAP Time Entry	SAP code
Sunday					
Monday	4.00	6.00	0.00	2.00	0100
Tuesday	4.00	5.00	0.00	1.00	0100
Wednesday	4.00	4.00	0.00	0.00	No Entry
Thursday	4.00	5.00	0.00	1.00	0100
Friday	4.00	6.00	0.00	2.00	0100
Saturday					
Total	20.00	26.00	0.00		

Example 2: This employee was planning to work on Friday, but was unable to do so. Since there was no more opportunity to work extra hours on another day during the week, the time entered must be leave without pay (1060). This will reduce the employee's paycheck.

	Planned Working Times	Hours Worked	Hours Taken Off	SAP Time Entry	SAP code
Sunday					
Monday	4.00	4.00	0.00	0.00	No Entry
Tuesday	4.00	4.00	0.00	0.00	No Entry
Wednesday	4.00	4.00	0.00	0.00	No Entry
Thursday	4.00	4.00	0.00	0.00	No Entry
Friday	4.00	0.00	4.00	4.00	1060
Saturday					
Total	20.00	16.00	4.00		

Example 3: The ability to “flex” the work schedule is possible by using the adjusted scheduled hours code (3080) against the additional hours worked code (0100). The codes offset each other so no hours are paid over FTE.

This employee worked an extra 4 hours on Tuesday and Thursday, but took off 4 hours on Monday and Friday. The 8 hours offset each other and no pay adjustment is made. Flexing the schedule must be done in the same work week (Sunday – Saturday).

	Planned Working Times	Hours Worked	Hours Taken Off	SAP Time Entry	SAP code
Sunday					
Monday	4.00	0.00	4.00	4.00	3080
Tuesday	4.00	8.00	0.00	4.00	0100
Wednesday	4.00	4.00	0.00	0.00	No Entry
Thursday	4.00	8.00	0.00	4.00	0100
Friday	4.00	0.00	4.00	4.00	3080
Saturday					
Total	20.00	20.00			

SAP Codes

- 0100 Additional Hours Worked
- 1060 Leave Without Pay
- 3080 Adjusted Scheduled Hours