

***K-State***

***Hourly Student***

***Employee***

# Requirements

# Maximum Hours of Work

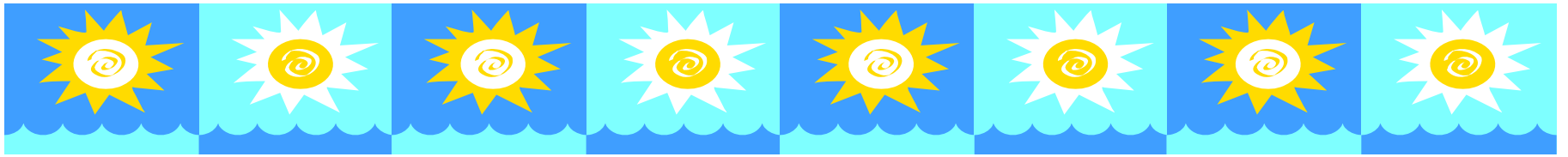
**30 Hours\Week**

**Classes and/or Exams in Session for  
Three Full Days or More Per Week**

**20 Hours\Week**

**Classes and/or Exams in Session  
and Holds a F-1 or J-1 Visa**

# Summer

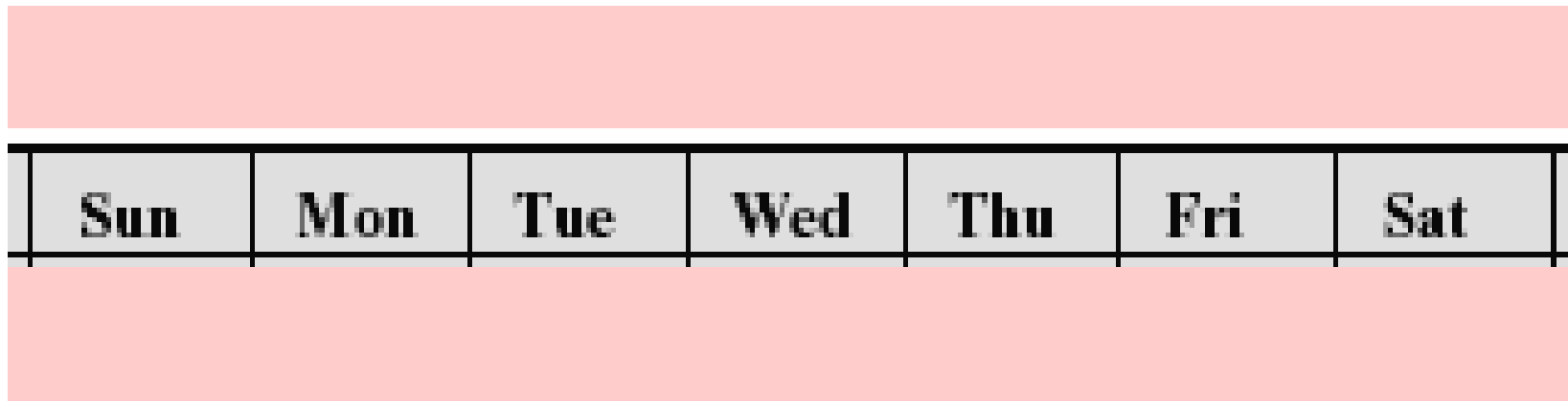


**30 Hours/Week Limit**  
**While Enrolled in 4 or More Credit Hours**

# Work Week

**Begins at 12:01 a.m. Sunday**

**Ends at 12:00 midnight Saturday**



<b>Sun</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>	<b>Sat</b>
------------	------------	------------	------------	------------	------------	------------

# Undergraduate Student Employee

**FLSA Status: Nonexempt**



## 2009 Bi-Weekly Pay Periods and Pay Dates

Pay Period Start Date	Pay Period End Date	Pay Date	Pay Period Start Date	Pay Period End Date	Pay Date
12/14/08	12/27/08	01/09/09	06/14/09	06/27/09	07/10/09
12/28/08	01/10/09	01/23/09	06/28/09	07/11/09	07/24/09
01/11/09	01/24/09	02/06/09	07/12/09	07/25/09	08/07/09
01/25/09	02/07/09	02/20/09	07/26/09	08/08/09	08/21/09
02/08/09	02/21/09	03/06/09	08/09/09	08/22/09	09/04/09
02/22/09	03/07/09	03/20/09	08/23/09	09/05/09	09/18/09
03/08/09	03/21/09	04/03/09	09/06/09	09/19/09	10/02/09
03/22/09	04/04/09	04/17/09	09/20/09	10/03/09	10/16/09
04/05/09	04/18/09	05/01/09	10/04/09	10/17/09	10/30/09
04/19/09	05/02/09	05/15/09	10/18/09	10/31/09	11/13/09
05/03/09	05/16/09	05/29/09	11/01/09	11/14/09	11/25/09
05/17/09	05/30/09	06/12/09	11/15/09	11/28/09	12/11/09
05/31/09	06/13/09	06/26/09	11/29/09	12/12/09	12/24/09

# 2010 Bi-Weekly Pay Periods and Pay Dates

---

Pay Period Start Date	Pay Period End Date	Pay Date	Pay Period Start Date	Pay Period End Date	Pay Date
12/13/09	12/26/09	01/08/10	06/13/10	06/26/10	07/09/10
12/27/09	01/09/10	01/22/10	06/27/10	07/10/10	07/23/10
01/10/10	01/23/10	02/05/10	07/11/10	07/24/10	08/06/10
01/24/10	02/06/10	02/19/10	07/25/10	08/07/10	08/20/10
02/07/10	02/20/10	03/05/10	08/08/10	08/21/10	09/03/10
02/21/10	03/06/10	03/19/10	08/22/10	09/04/10	09/17/10
03/07/10	03/20/10	04/02/10	09/05/10	09/18/10	10/01/10
03/21/10	04/03/10	04/16/10	09/19/10	10/02/10	10/15/10
04/04/10	04/17/10	04/30/10	10/03/10	10/16/10	10/29/10
04/18/10	05/01/10	05/14/10	10/17/10	10/30/10	11/12/10
05/02/10	05/15/10	05/28/10	10/31/10	11/13/10	11/24/10
05/16/10	05/29/10	06/11/10	11/14/10	11/27/10	12/10/10
05/30/10	06/12/10	06/25/10	11/28/10	12/11/10	12/23/10

**Pay Checks**

**Direct Deposit Advices**



# Time Clock Systems



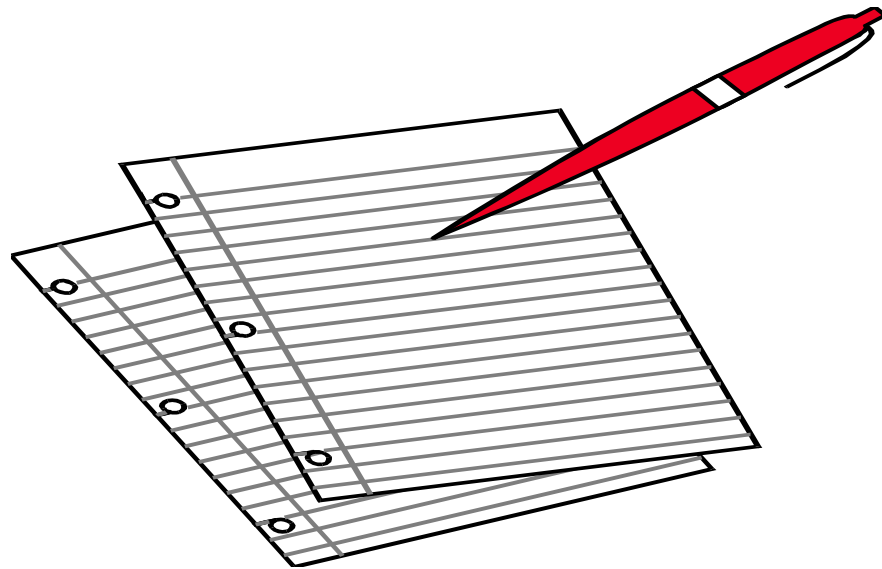
# Recording Hours Worked







**Time Documents  
must be completed,  
signed and dated in ink.**







# Record time worked in quarter hour increments.

## Minutes Worked

## Hours Recorded

**0-07**

**0.00**

**08-22**

**.25**

**23-37**

**.50**

**38-52**

**.75**

**53-67**

**1.00**

# Report Actual Hours Worked

**Example:**

<b><u>M</u></b>	<b><u>T</u></b>	<b><u>W</u></b>	<b><u>R</u></b>	<b><u>F</u></b>	
<b>4.00</b>	<b>4.25</b>	<b>4.50</b>	<b>4.75</b>	<b>2.50</b>	<b>= 20.00</b>

# Earnings Codes

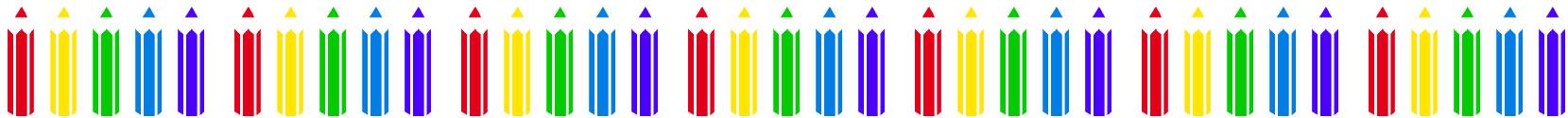
**SP1**

*Used to record regular hours worked.*

**K13**

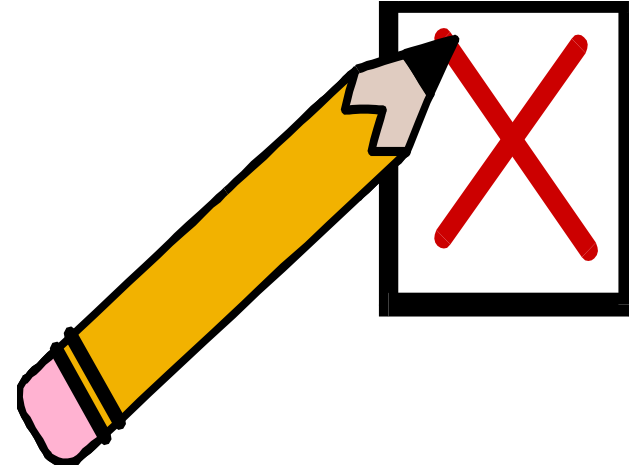
*Used to record any hours that exceed  
40 hours worked for the week. (1.5)*

Always secure prior approval from your supervisor  
before working any hours that exceed 40 hours for the week.





**Initial any change  
made to your time  
document . . . even if  
you make the change.**





**Time documents  
must be signed/  
dated by the  
employee and by  
the supervisor.**

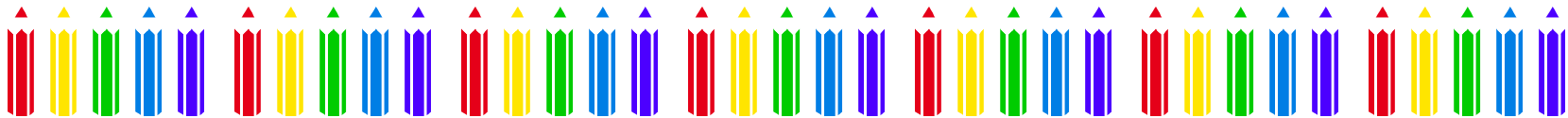
# Earnings Code Review

**SP1**

*Used to record regular hours worked.*

**K13**

*Used to record any hours that exceed  
40 hours worked for the week. (1.5)*



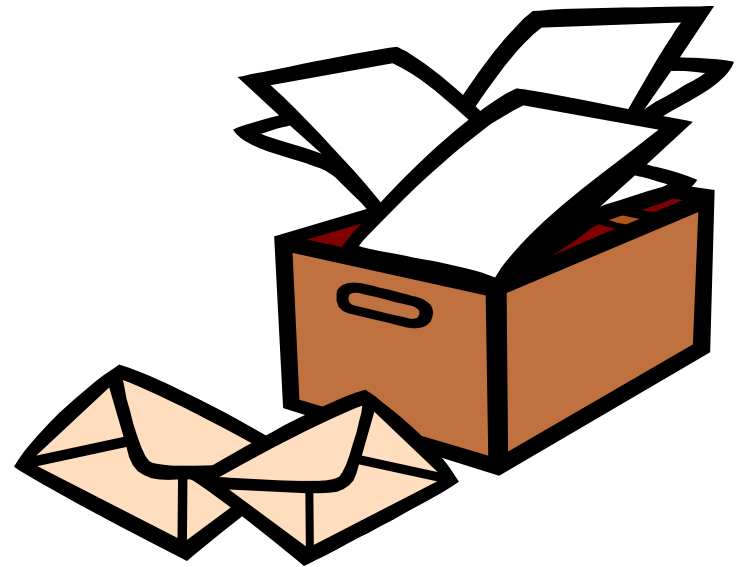
# Spring Break

Earn Code	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	----- Spring Break -----						
SP1		8.00	10.00	8.00	8.00	6.00	
K13						2.00	

FLSA	8.00	18.00	26.00	34.00	40.00
------	------	-------	-------	-------	-------

**Example:**  
**K13 = (2 Hours) (1.5) (Hourly Rate)**

**Your time  
documents will be  
retained by the  
department in your  
personnel file.**





**?? Questions ??**

**Please contact your department  
personnel specialist or your supervisor.**