

Time and Attendance Policies-
Academic Hourly, Grad Hourly, Student Hourly and Extra Help
School of Social Work

Submitting Time Off requests:

- Email your supervisor with requests for absences from scheduled work.
- Requests should be made at least a week in advance, if possible.
- Requests will be approved by your supervisor.

In case of sickness:

- If you are sick, stay home, and email, call, or text your supervisor.
- If you know your supervisor is out of the office, contact the alternative supervisor.
- Please be sure to share if there is anything important going on that we may need address in your absence.

Delayed returning to office:

- If you are delayed in returning to the office, email, call or text your supervisor.
- In the absence of your supervisor, email your group alias.

Maximum Work Hours:

- Undergraduate Students may work up to 28 hours a week during the regular academic year when classes are in session. Fall/Winter/Spring/Summer break work hours can be negotiated with supervisors. Students may be eligible to work up to 40 hours per week when classes are not in session. See <http://osfa.illinois.edu/types-of-aid/guidelines-and-policies> for additional guidelines.
- Academic Hourlies, Graduate Hourlies and Extra Help may work up to 40 hours total per week. If multiple positions are held, the employee cannot exceed 40 hours total for all positions held unless prior approval is granted.
- If an employee holds multiple positions and the positions are different classifications (for example, civil service and academic hourly), the primary position will determine maximum work hours and overtime rules. Please consult with sw-hr@illinois.edu for additional details.
- Additional restrictions may apply to international students. See <https://iss.illinois.edu/#>.

Overtime:

- Overtime will be paid for any hours worked in excess of 40 hours per week for the employee classes listed above.
- Those eligible for overtime **must have written approval from her/his supervisor, in advance**, for any overtime.
- Overtime approval must be provided to sw-hr@illinois.edu.

University holidays:

- Hourly employees are not allowed to record hours on University holidays unless the hours are approved by the Dean prior to the work being completed.

Biweekly timesheets (Academic hourly, Graduate hourly, student hourly):

- Every two weeks a timesheet (<http://socialwork.illinois.edu/wp-content/uploads/2018/03/Timesheet.xlsx>) must be completed and submitted based on the latest Payroll Schedule (<https://www.obfs.uillinois.edu/payroll/schedules/>)
- The form should be emailed to your supervisor and sw-hr@illinois.edu before noon on payroll Fridays as indicated on the Payroll Schedule.
- Your supervisor will approve the timesheet by email.

Biweekly timesheets (Extra Help):

- Every two weeks a timesheet (<http://humanresources.illinois.edu/assets/docs/SHR/EXTRA-HELP-TIMESHEETS.pdf>) must be completed and submitted based on the latest Payroll Schedule (<https://www.obfs.uillinois.edu/payroll/schedules/>)
- Your supervisor must sign the timesheet
- *Non-clerical Extra Help* employees should send their timesheet to sw-hr@illinois.edu or bring it to 2058 School of Social Work, 1010 West Nevada, Urbana, IL by noon on payroll Fridays as indicated in the Payroll Schedule.
- *Clerical Extra Help* employees must turn the original, signed form in at Extra Help Services, 52 East Gregory Dr., Room 121, Champaign, IL. This must be done by 1:00 pm on the Friday following each pay day.

Questions? Contact sw-hr@illinois.edu