Policy ID: ADM-CHK-1 Minor Revision3

Title: Workweek

Description: Definition of a UCO workweek.

Category: Payroll

Applies to: staff, faculty, student

Contact: Payroll

Purpose: Policy regarding a regular University workweek.

Policy Statement: For payroll record-keeping purposes, the workweek at the University of Central Oklahoma begins at 12:00 a.m. Sunday and ends at 11:59 p.m. Saturday. The workweek is defined as being 40 hours. Administrative office hours are normally 8:00 a.m. to 5:00 p.m., Monday through Friday.

Glossary of Terms:

Legal Citation:

Campus Links:

FAQs:

Formerly known as:

Approved on: 12/01/2005
Effective date: 12/01/2005
Keyword(s): office, hours, work, week
Last review date: 06/14/2011
Date posted: 10/18/2007
Modified By:
Date Modified: 06/14/2011