



UNIVERSITY OF CENTRAL OKLAHOMA

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:**

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