Civil & Environmental Engineering Department Employment Information

WORK AUTHORIZATION EMAIL: You must be hired before you begin working. This is a university and government policy. Please make sure all hiring forms are filled out and that you have received a work authorization email from Jolene Johnson before you begin working.

SAFETY TRAINING: You must complete the Department safety training within two weeks of your hire or your pay rate will be lowered $0.50. Jolene Johnson will contact you with the necessary information to complete the training. Contact Jolene at jolene_johnson@byu.edu with questions.

DIRECT DEPOSIT: BYU requires all of its employees to set up Direct Deposit.
Do this as soon as possible to ensure that you receive payment for your work.
Go to BYU's homepage:
- Sign into myBYU
- Under Campus Links, click on the *Work* menu
- Select *Direct Deposit*
- Click the Add/Update Bank Accounts button.
- Enter your bank account information and routing number (double check for accuracy!) and save changes. Make sure the account is assigned to Payroll when completed.

HOURLY LIMITS – US RESIDENT STUDENTS:
- Undergraduate students may work up to 20 hours per week during Fall/Winter semesters.
- Graduate students may work up to 28 hours per week during Fall/Winter semesters.
- Spring/Summer term hours depend on the average weekly hours worked during the previous semesters. See the CEEn office before increasing hours above the 20 and 28 hour limits.

HOURLY LIMITS – INTERNATIONAL STUDENTS:
- International students must not exceed twenty hours per week while school is in session (for exceptions, please visit the BYU International Student Services office). Violations of this policy, by any amount of time, will result in immediate termination of the student's employment and may result in his/her deportation.

CHURCH EMPLOYMENT POLICY: If you are employed under another church entity, such as Deseret Book, contact Jolene Johnson at jolene_johnson@byu.edu.

NEPOTISM: If you are related to your supervisor in any way, contact Jolene Johnson at jolene_johnson@byu.edu.

W-2 FORMS: W-2 forms are sent out electronically at the beginning of each year. You can access them through myBYU under *Campus Links* and then *Work*.

<u>CREDIT HOUR REQUIREMENTS</u>
To be eligible to work as a student employee:
- U.S. Citizen requirements:
  - U.S. citizen undergraduate students must carry at least 6 day-continuing credit hours Fall and Winter semesters.
  - U.S. citizen graduate students must carry at least 2 day-continuing credit hours during Fall and Winter semesters.
  - During Spring and Summer, U.S. citizen undergraduate students must be enrolled in *either* a combined total of 3 credits over the two terms, or a minimum of 6 credits the following Fall semester.
  - U.S. Citizen graduate students must carry *either* a combined total of 1 credit Spring and Summer, or a minimum of 2 for the following Fall semester.
- Non-Citizen requirements:
  - Non-citizen undergraduate students must carry at least 12 day-continuing credit hours Fall and Winter semesters, unless on an approved vacation break through International Student Services.
  - Non-citizen graduate students must carry at least 9 day-continuing credit hours during Fall and Winter semesters, unless on an approved vacation break through International Student Services.
  - During Spring and Summer, non-citizen undergraduate students must be enrolled in *either* a combined total of 12 credits over the two terms, or be on an approved vacation break and have a minimum of 12 credits the following Fall semester.
  - Non-citizen graduate students must carry *either* a total of 4.5 credits each term of Spring and Summer, or be on an approved vacation break and have a minimum of 9 credits for the following Fall semester.

    * NOTE: As a US resident, you and BYU are required to pay <u>FICA tax</u> during the semester/term(s) you are enrolled <u>in less than</u> the following credit amounts:
    Undergraduate students: 6 credits Fall, 6 credits Winter, 3 credits Spring, 3 credits Summer
    Graduate students: 2 credits Fall, 2 credits Winter, 1 credit Spring, 1 credit Summer

<u>GRADUATING STUDENTS</u>:
- U.S. Citizen Students: Graduated students can work up to two weeks after graduation. During this time period, those students and the departments will be required to pay FICA taxes.
- International Students: If you are a graduating International student, you *<u>must end</u>* your work the day of graduation.

<u>See next two pages for important Y-Time Instructions</u>

Y-Time Instructions

CLOCKING IN AND OUT OPTIONS:
- Campus phone (Services or Gear (option on new phones))
- Clock (time portal) on the wall, one is located on the 2nd floor of the CB
- myBYU Y-Time App
- Mobile Time Clock for Y-Time

ADDING/USING THE myBYU Y-TIME APP:
- Log in under myBYU or navigate to the my.byu.edu website and sign in
- Select the *customize* tab under Home.
- Under *Apps*, type *Y-Time* in the search box.
- Select *Add* in the top right-hand corner of the Y-Time app.
- Clock In via the myBYU Y-TIME APP:
  The portlet will list all active jobs for which you are employed. To clock in, click on the IN button for the intended job. To clock out, click on the OUT button.
  To review your clock IN and clock OUT history, click on the *Timesheet* button. Then click on the title of the job you are interested in viewing.

ADDING/USING THE MOBILE Y-TIME APP:
- This feature allows employees to easily clock IN and OUT from their job(s). It also allows quick corrections to be made.
- To begin using the new Y-Time feature, first be sure you've updated your BYU App. Then click "Add Features" and select "Y-Time".
- Don't have the BYU App? You can get it through Apple App or Google Play Stores. Watch these two short videos to learn how to access and use the mobile features:
  - How to get the BYU App
  - How to use the Y-Time feature
- If you need help, contact Office of IT support at 801-422-4000, email it@byu.edu, or visit http://it.byu.edu (see "Report a Problem" menu item at top). For more information about Y-Time visit http://ytime.byu.edu

BYU WORK WEEK: The BYU work week begins Saturday at 12:00 a.m. (midnight) and ends at 11:59 p.m. the following Friday.

SUN	MON	TUES	WED	THURS	FRI 11:59PM	SAT 12:00 AM (midnight)
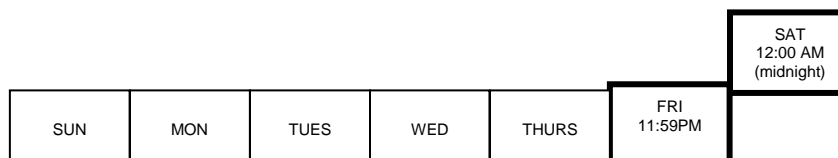
ACA HOURS: Based on the Affordable Care Act (ACA) regulations, students must maintain an average of 28.0 hours or less per week for the year. International students may not exceed 20 hours per week (for exceptions, please visit the BYU International Student Services office). You can check ACA hours through the myBYU Y-Time app (see instructions above). To do so, select the button as shown in the image on the next page.

TIME EXCEPTIONS:

Time exceptions occur when there is an error on your time sheet (i.e. missed IN, OUT, or duplicate punches)

- Many time exceptions can be self-corrected
  You can add, delete, or change time in highlighted boxes that appear on your timesheet. The Timesheet link can be found on the myBYU Y-Time app, see image below. For timesheet access/instructions from a mobile device, view the How to use the Y-Time feature

  For example: if you forget to clock out after your shift, follow the instructions below
  - o Wait until the next time you work that position.
  - o Clock in normally by clicking the IN button (even if it shows that you are clocked IN, click the IN button).
  - o A highlighted box will appear in the OUT column on your timesheet. It may take several minutes for the highlighted box to appear. Type the correct time into the highlighted OUT box.
  - o Click *submit* (Using a mobile device?: view How to use the Y-Time feature)
- If you have any exceptions that you cannot correct, follow the instructions below:
  - o Email: civil@byu.edu

    Subject Line: Time Exception Correction

    Include the following in the body of the email
    - o Your full name
    - o Position/Job
    - o Date of exception
    - o Correction needed
  - o OR Bring a hard copy of your **signed** timesheet to 368 CB

    (If you have difficulty opening your timesheet on myBYU, try different browsers.)

    *NOTE: Employees will not be paid for days where exceptions occur until all exceptions on that day are resolved. Time exceptions must be corrected no later than Tuesday by 4:00AM after the pay period ends to be counted on the upcoming pay check.