



SOUTHEASTERN

L O U I S I A N A U N I V E R S I T Y

Office Hours

This policy applies to Graduate Assistants only.

EMPLOYEE WORK SCHEDULES

During the fall and spring semesters regular University business hours are Monday through Thursday from 7:30 am to 5:00 pm and Friday from 7:30 am until 12:30 pm. During the summer semester regular University office hours are Monday through Thursday from 7:00 am until 5:30 pm.

Work days, hours, and meal breaks will be determined by each position and the department to which it is assigned. The immediate supervisor can alter meal breaks if necessary to continue services.

Work days, hours, and breaks may vary from the regular University business hours. Daily and weekly schedules may be changed from time to time at the discretion of the supervisor to meet the varying conditions and class schedules that are part of the University environment.

WORK BREAKS

Each employee who works a regular day may be granted two 15-minute paid work breaks or rest periods. Breaks are to be taken individually and not back-to-back. If an employee is working with a customer, they are to complete that transaction before taking a break. Employees should not leave a customer waiting by going on break.

TIMEKEEPING

Southeastern Louisiana University is currently on a web-based timekeeping system. Graduate administrative assistants and professional service assistants are required to clock in and out on

the designated department computer. Graduate teaching fellows, graduate teaching assistants and graduate research assistants are not required to clock.

All Southeastern employees are required to certify their timesheets electronically.

PLEASE NOTE:

If your timesheet is not corrected before the payroll deadline, you will be paid for the hours that appear on the timesheet. However, any corrections made to your timesheet after the due date will appear on your next paycheck. Direct any questions to the timekeeper in your department.