

1 **Work Week**

2 Effective: Moved to Policy Library from UPM 3.6(3)
3 Reviewed: October 4, 2012
4 Contact: [Payroll Office](#)

5 **Introduction**

6 The policy establishes the basis for full-time employment hours for payroll purposes.

7 **Policy Statement**

8 All full-time employees, including academic and non-academic staff, are considered to work a 40-
9 hour work week for payroll purposes. The work week begins at 12:01 a.m. Sunday and ends the
10 following Saturday at 12:00 midnight.

11 **Resources**

12 **Links**

- 13 • [University Human Resources \(UHR\)](#)
- 14 • [Payroll Office](#)
- 15 • [Work Week \[Policy in PDF with line numbers\]](#)

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