Supervisors: Check 1,250 Hour Limit

Fayetteville Policies and Procedures 312.1 limits the number of hours an extra help hourly employee can work in a fiscal year (July 1 to June 30) to 1,250 hours. Once the 1,250 hour limit is reached, the employee may not continue to work until the next fiscal year.

Use the steps below to monitor an hourly employee's time.

1. Log in to the BASIS Administrator Access section of webBASIS using your BASIS administrator logon and password:

webBASIS: Logon

component that precedes @uark.edu), followed by your UARK ID/e-mail **password**. (If you do not kn
k the *Logon* button to validate your entries and sign on to webBASIS.

UARK ID dmcloud   UARK Password ·········
                                    Logon

access to webBASIS. For security reasons this access is based upon their **admin.uark.edu ID**. Please
s for administrator access to BASIS are described in the document BASIS Administrator Access.)
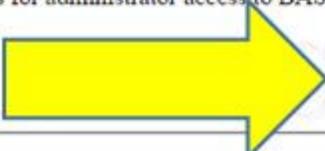
Admin ID dmcloud   Admin Password ········
          Admin Logon Change Admin Password

2. Select "Administrator Menu"
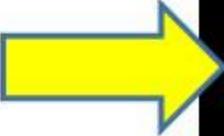
Notices	selection of a specific notice.
My Personal Data	This is where you can find, and in m
My Pay	This is where you can find all of you with your deductions), and *Annual F*
Hourly Time	This menu of facilities is only releva browse *Wage Rates* and *Hourly Tim*
My Leave	Browse your monthly leave account
My Benefits	Enter or update your retirement elect
My Travel	This is where you can find all of you payment information can also be obt
My Assets	Browse the University owned *assets* or *Responsible Employee*.
Administrator Menu	Menu of webBASIS services which
webBASIS Menu Choices	Browse all available webBASIS Me

3. Select "Hourly Time Menu:
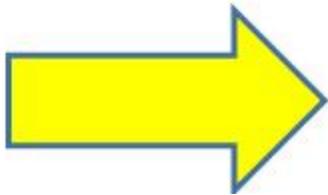
Departmental A21 Certifications	Browse your *Depa* or some) or view c
Assets	Browse *University*
Purchasing Menu	Menu of services r
Financial Data by Cost Center	Browse *Company*
Financial Data by Report Code	Browse the *Report*
Financial Data by Employee Set	Browse an employ
Departmental Categories	Browse *Departmer*
Hourly Time Menu	Menu of webBASI is also available, in

4. Select "Hourly Wage Rates"

5. On the "Search for Hourly Wage Rates" table, select the radio button for the option to search for Employee ID for Wage Rate Status (A for Active) Insert Employee ID #. Click on "New Search"

6. The next screen will show the active wage rates for the employee. Select the "Hourly Time Sheets" radio button in the Action to perform menu that is in the upper left side of the screen. Then, click on the highlighted section of an active wage rate.

[Main Menu > Administrator Menu > Hourly Time Menu > Hourly Wage Rates]

Add a Wage Rate or select one of the Title Codes below to perfor

Action to perform ○ Wage Rate
                 ○ Time Punches for a Wage Rate
                 ○ Acceptance of Time Punches
                 ◉ Hourly Time Sheets

for Wage Rate Status **A** (*Active*) ordered by Budgetary Uni

BU #	BU	Title Code	Seq	Rate	Beginning	Ending
1511	FTBL *Football*	SA1	B	$ 10.00/hour	08/04/2014	06/30/201
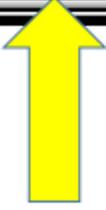
7. On the next screen, select the "Total Hours Worked for a Fiscal Year" radio button in the Action to perform menu. Then, in the "Hourly Time Sheets" table, click on any of the highlighted Period End dates within the current fiscal year.

webBASIS for Administrators: Hourly

[Main Menu > Administrator Menu > Hourly Time Menu > Hourly Wage Rates > Hourly Time Sheets

Action to perform ○ View Time Sheet
○ Email Time Sheet
● Total Hours Worked for a Fiscal Year

ordered by Pay Period End Date descending

BU	Title	Period Begin	Period End	Regular Pay Date	Regular Pay
FTBL	Service Assistant I	01/26/2015	01/28/2015	02/10/2015	240.00
FTBL	Service Assistant I	01/23/2015	01/23/2015	02/10/2015	80.00
FTBL	Service Assistant I	01/19/2015	01/22/2015	02/10/2015	320.00
FTBL	Service Assistant I	01/12/2015	01/16/2015	02/10/2015	400.00
FTBL	Service Assistant I	01/05/2015	01/09/2015	02/10/2015	400.00
FTBL	Service Assistant I	12/23/2014	12/23/2014	02/10/2015	80.00

8. The Hours Worked column in the "Total Hours Worked for Fiscal Year 2015" table displays the number of hours that have been paid in the current fiscal year. The total number of hours in this column cannot exceed 1,250 during any fiscal year.

Total Hours worked for Fiscal Year 2015		
	Hours Worked[1]	Other Hours
To be paid 02/25/15	0.00	0.00
Paid from 09/10/14 through 02/10/15	1,298.00	0.00

Note: A BASIS job is available to monitor the time worked for all hourly employees in a budgetary unit. In the HRLY-TS module, you may generate a report "BU Hourly Fiscal YTD Hours Worked" (HPJHFYBU). If you need assistance generating this report, please contact Jennifer Carey, jcarey@uark.edu.