



UNIVERSITY OF GEORGIA

OneSource

University Housing's
OneSource Supervisor Training Guide

When in doubt... ask!

Anyone in the HR office can help you with your OneSource issues. Give us a call or email us if you have any questions or run into any issues.

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OneSource troubleshooting

If you run into any issues with OneSource not opening properly, try clearing your cache and cookies. Clearing the cache and cookies works a good deal of the time.

If that doesn't work, call someone in Housing HR to see if it is a system wide issue.

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Starting Off: Quick Tips

Before you start approving time cards, you need a few things:

- ⇒ A computer (it is much harder to approve a large number of time cards on a smart phone)
- ⇒ A list of all of your staff
- ⇒ On-call schedule (if applicable)
- ⇒ Uninterrupted time

Uninterrupted time is hardest to get, but it is probably the most important. You really need to carve out at least an hour of time each week to work through your staff members' time cards. Make an appointment with yourself and keep it. If at all possible, tell your staff what you are doing and ask them to not interrupt you unless it is urgent. Minimizing distractions minimizes errors. Minimizing errors minimizes the chances of your staff getting paid the wrong amount.

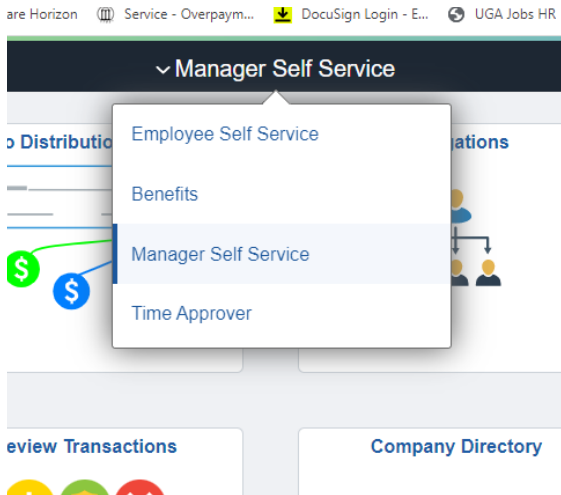
Time cards and absence requests must be approved by 9:30 a.m. on the Monday morning time cards are due. The payroll calendar is included at the end of this packet. After the deadline, time cards automatically lock. No more edits can be made until after payroll processes the time cards. This is a hard and fast deadline.

Because of that, we recommend that you do **NOT** wait until Monday morning to check your time cards. You should ideally do it at least once a week, maybe twice. Do not wait until the last minute.

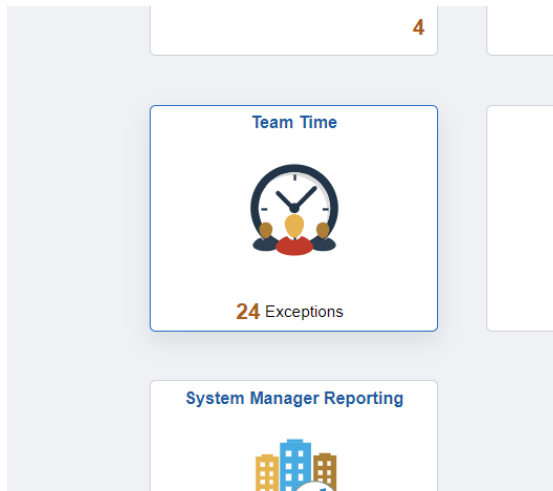
Housing HR staff will start reviewing time cards Friday afternoon before payroll is due, so we highly recommend that you have time cards reviewed up to that point by then.

Accessing Time Cards

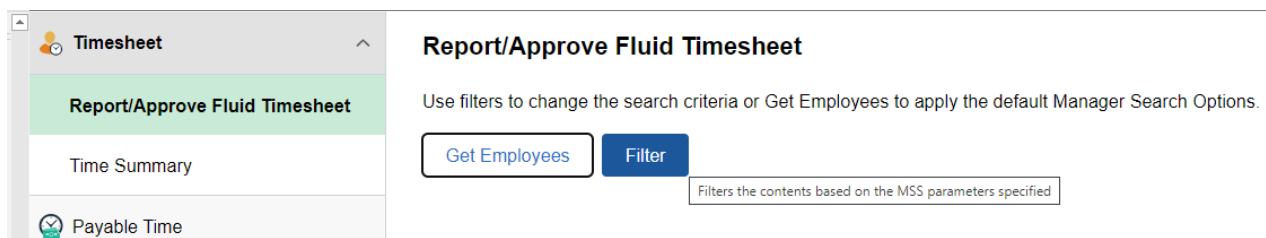
1. Log into OneSource and switch over to Manager Self Service.



2. Click on the Team Time tile.

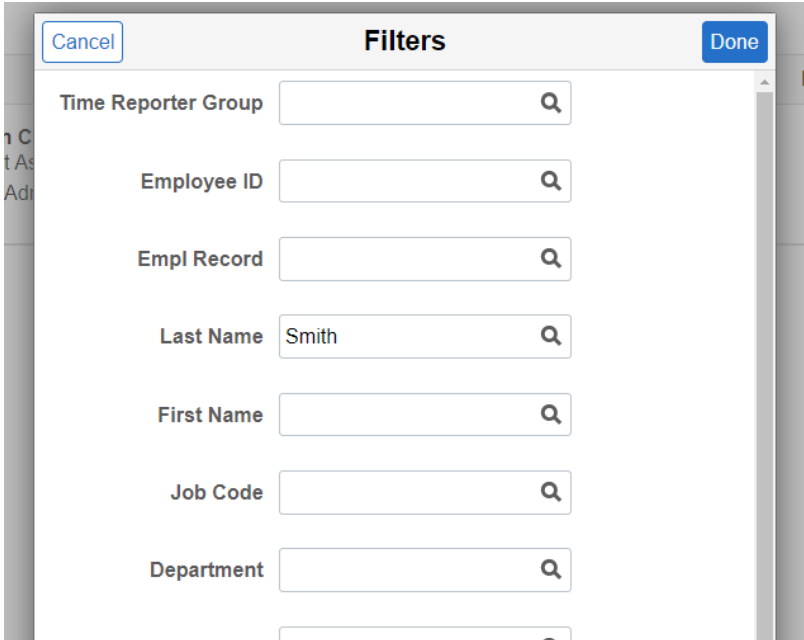


3. Click on the blue Filter button.





Accessing Time Cards, cont.

3. Type in the Last Name of the first staff member you want to check. Hit “Done” at the top right.



4. Click on your staff member’s name. Take note of whether or not there is a symbol like the one below in the Exceptions column. If there is, that means something is wrong with the time card. *Not all errors trigger an exception warning. Just because there is no exception symbol does **not** mean that the time card is correct. It still needs to be thoroughly checked.*

| Name/Title | Exceptions | Hours to be Approved |
|---|--|----------------------|
|  [Redacted] 0 Service / Maint Worker Housing-Facilities-Build Svcs |  1 | 14.22 |

5. You will now be looking at your employee’s time sheet. The time sheets automatically open to the current pay period. Click on the arrows (highlighted below) beside the date at the top to go to past or future pay periods.

◀ 17 October - 30 October 2021 ▶
BiWeekly Period- PS Delivered

Checking, Correcting, and Approving Time Cards

When you open up a time card, you need to look at the times that are entered ***line by line***. Don't just glance at it and then approve it. Look at each and every in and out punch to make sure they are correct.

Lunch Deductions—the majority of fulltime staff are set up to so that their lunch hour automatically is deducted. When a staff member hits **5 hours of time on the clock**, that hour comes out. It does not matter if they only work 5 hours all day or if they clock in and out during the day. If the total for the day equals 5 hours, lunch comes out. If the staff member did not take a lunch break (for example, if they leave for an appointment at noon and return at 2 p.m.), you need to add back the lunch hour so that they do not lose two hours.

- To do this, add a line to the time card (the plus sign to the right of the that day). In the drop down box for the Time Reporting Code, choose “00REG—Regular”. Type in 1 in the quantity (if they took a half hour lunch, you would add back 0.5). It should look like this:

00REG - Regular 

- Add a comment explaining that the employee worked through lunch. To add a comment, you click on the little speech bubble to the far left of that day.



- That brings up a text box where you can type in your comment. You can use this for other things too (details regarding on-call, etc.), but please do not put anything confidential or sensitive in the comments.

Comments related to Time entered for 11/06/2021

Comment once entered cannot be altered or removed.

Employee worked through lunch

Checking, Correcting, and Approving Time Cards, Cont.

Also look for **exceptions**. Two of the most common exceptions are missed or out of order punches. Exceptions are noted by an exclamation mark in the middle of a red circle or triangle.

The example below shows a missed out punch on an employee's time card. In this case, an out punch of 4:30:00PM needs to be added. Type in the out punch and hit the "submit" button at the top right of the page.

Sometimes when someone forgets to clock out, it gets their punches out of order the next day. If that happens, put the punches in the right order. Also, tell the employee to pay attention to what the clock prompts them to do. If it prompts them to clock in when they're actually clocking out (or vice versa), have them clock in and immediate clock out. The extra punches can be deleted, but the time card will be in order from then on.

| | | | | | | | | |
|----|-----------|--------------------------------|-----------|--|--|-----------|--|--|
| 18 | Monday | Reported 9.08 / Scheduled 8.00 | 7:28:18AM | | | 4:33:17PM | | |
| 19 | Tuesday | Reported 0.00 / Scheduled 8.00 | 7:30:28AM | | | | | |
| 20 | Wednesday | Reported 0.00 / Scheduled 8.00 | 7:34:46AM | | | | | |

There are other exceptions that do not need to be fixed. For instance, if someone is on call, the extra hours they work will show up as a "long shift exception". You can approve those times without worry.

However, if there is a long shift exception because someone forgets to clock out until the next day, do not approve those times. Add the correct time punch. This usually happens with student staff, but it occasionally happens with fulltime staff.

The bottom line is... **do NOT approve any line of time that has the exception symbol by it unless you are 100% sure that time is correct. These symbol are not your friends.**



1

Checking, Correcting, and Approving Time Cards, Cont.

Once every single line has been checked for accuracy, you can approve the time card. At the top left of the time card, check the box by “Select All” and then “Approve”.

| Day Summary | | In | Lunch | In | Out |
|-------------|---|-------------------------------------|-----------|----|------------|
| 17 | Sunday Reported 0.00 /Scheduled OFF | <input type="checkbox"/> | | | |
| 18 | Monday Reported 3.23 /Scheduled 4.00 | <input checked="" type="checkbox"/> | 1:47:09PM | | 5:01:02PM |
| 19 | Tuesday Reported 4.28 /Scheduled 4.00 | <input checked="" type="checkbox"/> | 7:59:39AM | | 12:16:44PM |

You can approve individual days by clicking on the check box to the left of the time stamps on that day and then hitting “Approve” at the top of the page.

| | | | | | |
|---|--|-------------------------------------|-----------|--|-----------|
| 8 | Monday Reported 3.23 /Scheduled 4.00 | <input checked="" type="checkbox"/> | 1:47:09PM | | 5:01:02PM |
|---|--|-------------------------------------|-----------|--|-----------|

When you hit “Approve”, a prompt will come up asking if you’re sure you want to approve. Hit “Yes”. The status of the time card will change from “needs approval” to “approved.”

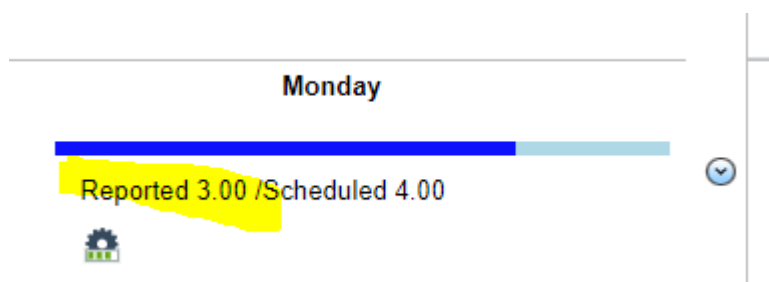
Adding Holiday Pay for Student Staff

When a student staff member works on a holiday (designated UGA holidays, fall break, spring break, Thanksgiving break, and winter break), they get paid the holiday rate.

Supervisors are responsible for adding the holiday rate to their student staff members' time card! Failure to do so will result in an underpayment.

To add holiday pay, open the student staff member's time card. Go to the holiday day that they worked. Press the + sign to the far right of that day to create a new line.

In that new line, you will enter *the exact same number of hours that is listed under reported time*. In the example below, the student worked 3 hours.



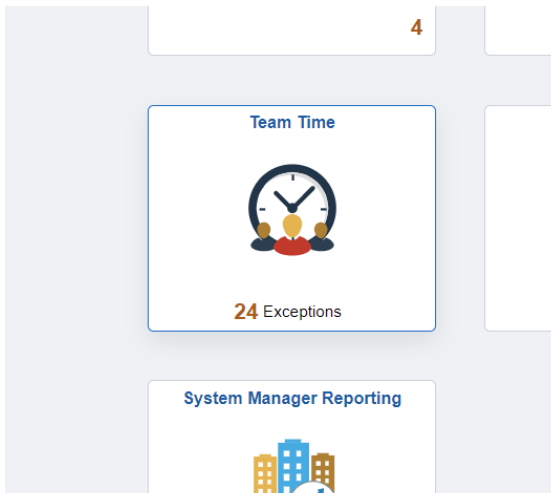
Therefore, on the new line, you add 3 in the quantity column.

You then choose “18SHO—Housing Holiday \$2.50” as the Time Reporting Code (see below). You then submit and approve as usual.

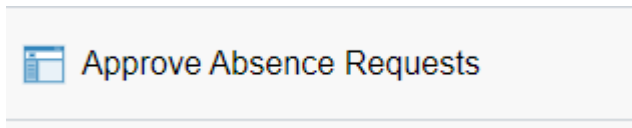
| Time Reporting Code | Quantity | Comments |
|--|-----------------------------------|-------------------------------|
| <input type="checkbox"/> <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |
| <input type="checkbox"/> <input type="text" value=""/> | <input type="text" value=""/> | <input type="text" value=""/> |
| <input type="checkbox"/> <input type="text" value="18SHO - Housing Holiday \$2.50"/> | <input type="text" value="3.00"/> | <input type="text" value=""/> |

Approving Leave Time

1. On the main Manager Self Service page, click on the Team Time tile.



2. Click on “Approve Absence Requests” on the left hand side towards the bottom.



3. You can see waiting absence requests here. **After you verify that the employee has requested the correct amount of time off and has requested it for the correct day**, select the check box by the employee’s name to approve or deny it.

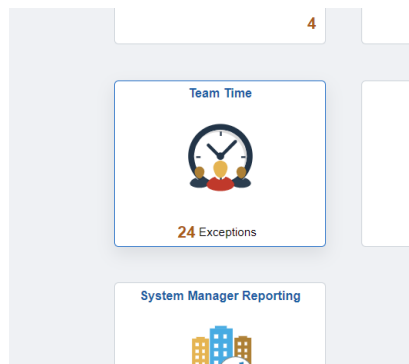


4. The approval options available are “approve”, “deny”, or “pushback”. If you deny it, it cancels the request. If you push it back to the employee, they can **edit** it to make corrections. The system will not let them submit a new request, so make sure they know to edit it, not create a new one.

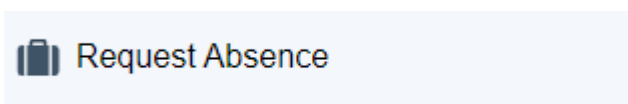
Requesting Leave on an Employee's Behalf

Best practice is to always have the employee submit their own leave requests. Occasionally, you might need to put leave in for them, but only do so as a last resort. If so, follow the steps below:

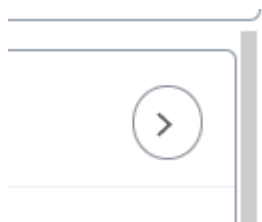
1. On the main Manager Self Service page, click on the Team Time tile.



2. Click on “Request Absence” in the left hand column.



3. Click on “Find Team Member,” enter the person’s last name, and hit search. Then click the arrow to the right of their name:



4. From this page, you can enter the leave request the same way you would enter your own leave request. It should then flow over to “Approve Absence Requests” tile so that you can approve the absence.

If you ever run into issues adding, editing, or canceling leave, call Housing HR. We will do our best to assist you. **Please note—do not approve comp time leave requests. Employees should request vacation time, not comp time. I explain why on the next page.**

Leave Types

There are several different types of leave that an employee can request in OneSource, in addition to standard sick leave and vacation leave. The below list gives you a quick rundown of the other common leave types we use in Housing. Call Housing HR to ask before an employee uses any leave types not on this list.

- Bereavement: can be taken if the employee loses a loved one. We do not regulate how close the relationship has to be for the employee to use bereavement leave. Bereavement leave is deducted from the employee's sick leave bucket, so it is not additional leave.
- Sick—Vacation in Lieu of: This leave type can be used when an employee would generally request sick leave but would rather use their annual leave instead of sick leave. It will pull from the vacation leave balance.
- Comptime: ***do not use this leave type.*** Comptime leave should never be requested. Instead, the employee should request vacation leave. Vacation leave pulls from comptime first and then from vacation. If the employee requests more comptime that they have available, it will result in non-payment for the additional hours. If they request vacation time, they will get paid for the comptime they are due, as well as vacation for any additional hours that exceeds their comptime accrual.
- Education support: this leave can be used for activities that are directly related to student achievement and academic support (examples: parent/teacher conferences, award and recognition ceremonies, participating in their child's field trips, etc.). Every employee gets 8 hours per *calendar year* to use. This leave cannot be used for an employee or their spouse.
- Jury: this leave can be used if an employee is called to report to jury duty or witness duty. The employee should present official orders from the appropriate court to their supervisor. If their court duty is finished before the end of their shift, they are expected to return to work for the rest of their shift.

Leave Buckets—How Leave Flows



Jury

- Not connected to any other leave category



Comptime

- Adds to the vacation bucket



Sick



Vacation



Sick: Vacation in Lieu of

- Takes from the vacation time bucket instead of the sick time bucket



Bereavement

- Takes from the sick time bucket



Education Support

- Not connected to any other leave category

On-Call Pay

The on-call policy is attached to the end of this guide, but a quick summary is below.

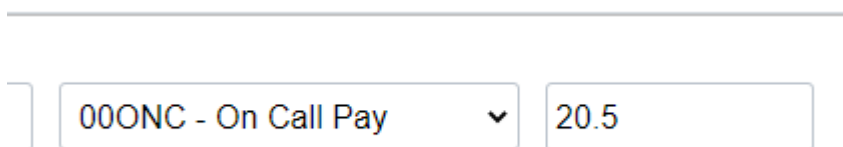
On-Call Pay for Carrying the Duty Phone

An hourly employee gets 20.5 hours of leave time per week that they carry the duty phone. Supervisors usually add this time on the day that the employee picks up the duty phone. **Holiday on-call pay is different. That is explained at the end of this section.**

To add the 20.5 hours of on-call for an employee carrying the phone, you open the time sheet and go to the day that the employee started to carry the phone. Got to the far right of that day and hit the + sign (highlighted below).



That adds another line to that day. You then go to the drop down menu, type in 20.5 in the quantity column and select “00ONC—On Call Pay” as the Time Reporting Code. Hit submit on the time card. It should look like this:



Holiday On-Call Pay for Carrying the Duty Phone

If an employee carries the duty phone on Holidays, they get an extra 1.5 hours per holiday day added to the 20.5. For example, if an employee carries the phone over the Thanksgiving Holiday, they would get an extra 1.5 hours for Thursday and 1.5 hours for Friday, bringing their total on-call to 23.5.

On-Call Pay, Cont.

Shift Guarantees :

Facilities employees get a 4 hour shift guarantee for each phone call that they respond to, *but* they can only have 1 shift guarantee for every 8 hours they work.

Example—Jane gets a call early on Saturday morning and has to come in to clean up a mess. She works from 1 a.m. to 1:30 a.m. Her shift guarantee would be added as 3.5 hours of on-call pay. Jane gets another call at a couple of hours later and has to come back to campus. She clocks in from 3 a.m. to 3:15 a.m. Jane does **not** get another shift guarantee for this call because it hasn't been 8 hours since she received her first call at 1 a.m. Jane receives her 3rd call later Saturday morning and has to come to campus. She clocks in from 9 a.m. and clocks out at 9:10 a.m. Jane **would** get another shift guarantee of 3.8 hours because it had been 8 hours between her first call and her 9 a.m. call.

You add a shift guarantee the same way you add the on-call pay for carrying the phone. It will look like this (but with the correct amount in the quantity column).

| | |
|---------------------|------|
| 00ONC - On Call Pay | 2.90 |
|---------------------|------|

Please never use the “ooCIP—Call-in Pay”. It results in incorrect payment.

2023 Payroll Calendar

| 2023 UGA Practitioner Payroll Processing Schedule | | | | | | |
|--|---------------------|----------------------|--------------------------------------|---------------------|----------|------------|
| Bi-Weekly On Cycle Payroll Schedule | | | | | | |
| Pay Period Begin Date | Pay Period End Date | HR/Payroll Deadline* | Mgr Absence/Time Approval by 10am ** | OneUSG Confirm Date | Pay Date | Pay Run ID |
| 12/25/22 | 01/07/23 | 01/03/23 | 01/09/23 | 01/10/23 | 01/13/23 | 31B1 |
| 01/08/23 | 01/21/23 | 01/17/23 | 01/23/23 | 01/24/23 | 01/27/23 | 31B2 |
| 01/22/23 | 02/04/23 | 01/31/23 | 02/06/23 | 02/07/23 | 02/10/23 | 32B1 |
| 02/05/23 | 02/18/23 | 02/14/23 | 02/20/23 | 02/21/23 | 02/24/23 | 32B2 |
| 02/19/23 | 03/04/23 | 02/28/23 | 03/06/23 | 03/07/23 | 03/10/23 | 33B1 |
| 03/05/23 | 03/18/23 | 03/14/23 | 03/20/23 | 03/21/23 | 03/24/23 | 33B2 |
| 03/19/23 | 04/01/23 | 03/28/23 | 04/03/23 | 04/04/23 | 04/07/23 | 34B1 |
| 04/02/23 | 04/15/23 | 04/11/23 | 04/17/23 | 04/18/23 | 04/21/23 | 34B2 |
| 04/16/23 | 04/29/23 | 04/25/23 | 05/01/23 | 05/02/23 | 05/05/23 | 35B1 |
| 04/30/23 | 05/13/23 | 05/09/23 | 05/15/23 | 05/16/23 | 05/19/23 | 35B2 |
| 05/14/23 | 05/27/23 | 05/22/23 | 05/26/23 | 05/30/23 | 06/02/23 | 36B1 |
| 05/28/23 | 06/10/23 | 06/06/23 | 06/12/23 | 06/13/23 | 06/16/23 | 36B2 |
| 06/11/23 | 06/24/23 | 06/20/23 | 06/26/23 | 06/27/23 | 06/30/23 | 36B3 |
| 06/25/23 | 07/08/23 | 07/03/22 | 07/10/23 | 07/11/23 | 07/14/23 | 37B1 |
| 07/09/23 | 07/22/23 | 07/18/23 | 07/24/23 | 07/25/23 | 07/28/23 | 37B2 |
| 07/23/23 | 08/05/23 | 08/01/23 | 08/07/23 | 08/08/23 | 08/11/23 | 38B1 |
| 08/06/23 | 08/19/23 | 08/15/23 | 08/21/23 | 08/22/23 | 08/25/23 | 38B2 |
| 08/20/23 | 09/02/23 | 08/28/23 | 09/01/23 | 09/05/23 | 09/08/23 | 39B1 |
| 09/03/23 | 09/16/23 | 09/12/23 | 09/18/23 | 09/19/23 | 09/22/23 | 39B2 |
| 09/17/23 | 09/30/23 | 09/26/23 | 10/02/23 | 10/03/23 | 10/06/23 | 30B1 |
| 10/01/23 | 10/14/23 | 10/10/23 | 10/16/23 | 10/17/23 | 10/20/23 | 30B2 |
| 10/15/23 | 10/28/23 | 10/24/23 | 10/30/23 | 10/31/23 | 11/03/23 | 3NB1 |
| 10/29/23 | 11/11/23 | 11/07/23 | 11/13/23 | 11/14/23 | 11/17/23 | 3NB2 |
| 11/12/23 | 11/25/23 | 11/21/23 | 11/27/23 | 11/28/23 | 12/01/23 | 3DB1 |
| 11/26/23 | 12/09/23 | 12/05/23 | 12/11/23 | 12/12/23 | 12/15/23 | 3DB2 |
| 12/10/23 | 12/23/23 | 12/15/23 | 12/21/23 | 12/22/23 | 12/29/23 | 3DB3 |
| <p><u>HR/Payroll Deadline</u> - All HR/Payroll information for employees should be entered into OneUSG Connect in order to analyze reports prior to payroll processing.</p> | | | | | | |
| <p>* NOTE: 1) Units must submit STAFF hiring proposals via UGAJobs 10 business days prior to the HR/Payroll deadline. 2) Changes in funding must be fully approved one business day prior to the Mgr Absence/ MgrTime Approval deadline for these to take place for the pay period.</p> | | | | | | |
| <p>** NOTE: 1) Biweekly leave accruals are added on this date and are available for use any date within this pay period.</p> | | | | | | |
| <p>Early deadline/pay date due to holiday</p> | | | | | | |
| <p>Biweekly leave accruals post by 5pm, this accrual is for prior month</p> | | | | | | |

UNIVERSITY HOUSING ON-CALL PROGRAMS AND AFTER-HOURS PAY

Section: Residence Halls

Policy: After-hour services rendered by University Housing staff for resident care, security and comfort shall be initiated and conducted using this policy. University Housing follows the USG Emergency Call Back and Variant Pay policy located at https://www.usg.edu/hr/manual/variant_pay.

Purpose: Three on-call programs provide services to residents or to facilities. The current on-call program guidelines will remain in effect until management publishes revised guidelines.

Scope: Management defines three different on-call programs: residence life, building services and building maintenance. Specific positions within University Housing shall participate in rotation. Personnel assigned to each program shall participate in rotation. After-hours/on-call pay only applies to non-exempt staff positions.

The following positions shall participate in the residence life on-call program:

| | |
|---------|---|
| Level 1 | Resident assistant (RA) (exempt) |
| Level 2 | Resident hall director (RHD) (non-exempt) Graduate resident (GR) (exempt) Doctoral intern (DI) (exempt) |
| Level 3 | Assistant director (exempt) |
| Level 4 | Associate director (exempt) |

The following positions shall participate in the building services on-call program:

| | |
|---------|---|
| Level 1 | Building services worker (BSW) (non-exempt) |
| Level 2 | Building services supervisor (non-exempt) |

The following positions shall participate in the facilities maintenance on-call program:

| | |
|---------|--|
| Level 1 | Skilled craft worker (SCW) (non-exempt) Utility worker (non-exempt) Painter (non-exempt) Electrician (non-exempt) Mason (non-exempt) HVAC technician (non-exempt) Locksmith (non-exempt) |
| Level 2 | Maintenance zone supervisor (exempt) |

When coverage for a particular on-call is unavailable due to illness or unplanned personal circumstance, other staff members may be required to work on-call shifts to provide adequate departmental coverage. This option applies to all positions included in respective programs. It is the responsibility of the scheduled on-call employee to report any conflicts with their scheduled on-call responsibilities to their respective supervisor as soon as possible. The supervisor can hold staff accountable through the discipline process for conflicts that are considered foreseeable and/or avoidable. The employee is expected to fill

the duty schedule or can arrange a substitute per this policy within one week of participating in an on-call rotation. If the on-call staff member has an unanticipated absence, they may contact their immediate supervisor. The supervisor will assign this duty to other personnel.

Procedure:

- I. Schedule
 - A. Official schedules are maintained within the departmental unit and distributed to participants when created or changed.
 - B. On-call coverage is for one week which will begin Friday at shift end and last until the following Friday at shift end.
 - C. Participants may swap or find a substitute for their on-call rotation (or a portion of their rotation) if coordinated in advance AND with the approval of the participant's respective supervisor. Compensation for partial swaps shall be approved in advance by respective supervisors. Additionally, the scheduled individual may call any of the other participants to request them to cover a specific call but must address the call if no other participant is able to assist. The posted schedule is subject to change due to swapping and staff attrition.

- II. Responsibilities
 - A. On-call participants shall restrict personal activities to be ready to respond to call backs to campus.
 - B. The scheduled participant will receive the respective program cell phone and respective tools during the normal business hours. The schedule will adjust with holidays.
 - C. Participants shall respond to missed phone calls within ten minutes. The participant is responsible for verifying that cell phone coverage is available prior to accepting an on call shift.
 - D. Off-campus participants shall report to campus within one (1) hour of dispatch.
 - E. Participants will be trained prior to their first scheduled weekend. Training and informational materials will be distributed as new systems are brought on line.
 - F. Student staff are not permitted to contact maintenance and building services on call. Student staff are required to consult up the Residential Programs and Services (RPS) chain of command for all facility related issues.
 1. A professional RPS participant shall verify all facility issues to determine appropriate actions.
 2. This RPS professional shall have authority to call a facilities on-call participant for help. The caller shall arrange for someone to meet the facilities staff member on-site, with knowledge of this issue and should be kept informed by the facilities staff member before leaving the site.

- 3. Facilities on call shall be escorted by RPS staff throughout the call to provide access to custodial closets and affected areas and shall document all on-calls per standard operating procedures.
- G. If the person on call is not reachable or available to respond, staff shall initiate contact with the next level within the respective on-call program ten minutes after the no answer. Staff shall document all no answers in respective reports. Staff may contact Facilities leadership, which includes superintendents, associate directors and the director, if all levels of building services or maintenance on-call have been made with no answer or an all-hands-on-deck condition occurs.
- H. Supervisors should monitor staff hours for circumstances where after-hours/on-call responses result in overtime. Please reference the [Time Records for Non-Exempt Staff](#) policy regarding overtime.

III. After-hours Pay (i.e. emergency call back)

- A. Employees returning to work shall receive a minimum of four hours compensation at the straight-time rate of pay for each occasion of callback. If more than one call back occurs within an eight hour time frame, total call back time cannot exceed four hours unless the time actually worked exceeds four hours.
- B. If the time on callback is more than the four hours allowed, the employee shall be compensated for the actual time on callback.
- C. Compensation begins upon clocking in on campus and ends after clocking out just prior to leaving campus to return to the employee's residence.
- D. Shift pay, holiday pay and overtime pay shall be received in addition to emergency callback pay, if applicable. Time on callback is subtracted from the on-call hours, when applicable.
- E. Employees responding to an emergency request via telephone/computer shall receive a minimum of one hour as paid time at the employee's hourly rate for each occasion of call back.
- F. Time actually worked will be included in hours worked for determining overtime hours.
- G. The provisions of this policy do not apply when the emergency call back causes the employee to return to work less than one hour in advance of normal shift start time.
- H. Employees whose work continues following the end of the regularly scheduled hours of work will not be considered to be called back and is not subject to a shift guarantee.

IV. On-Call Pay

- A. On-call participants living on campus are paid only for time worked.
- B. On-call for staff living off campus are paid at four hours of straight time for every 24 hours of on-call time covered. This results in 20.5 hours of straight time for the typical week of on-call coverage based on the table below

| Day | Friday | Saturday | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Total |
|---------------|---------------------|-------------------|-------------------|---|---|---|---|---------------------|-------|
| Times | 4:30 p.m. – 12 a.m. | 12 a.m. – 12 a.m. | 12 a.m. – 12 a.m. | 12:30 a.m. – 7:30 a.m. & 4:30 p.m. – 11:30 p.m. | 12:30 a.m. – 7:30 a.m. & 4:30 p.m. – 11:30 p.m. | 12:30 a.m. – 7:30 a.m. & 4:30 p.m. – 11:30 p.m. | 12:30 a.m. – 7:30 a.m. & 4:30 p.m. – 11:30 p.m. | 12 a.m. – 4:30 a.m. | |
| Hours | 7.5 | 24 | 24 | 15 | 15 | 15 | 15 | 7.5 | 123 |
| On-call hours | 1.25 | 4 | 4 | 2.5 | 2.5 | 2.5 | 2.5 | 1.25 | 20.5 |

- V. Special notation: The requirement to participate in the on-call program will be included in the job descriptions of all University Housing positions affected. If applicants are unable to fulfill the responsibilities outlined in the program, they should be excluded from employment consideration.

Revised and approved by management team: July 24, 2020
 Revised and approved by management team: January 21, 2020
 Revised: March, 2015