

## **Work Schedule Rule – JHU Staff**

Definition: The work schedule rule represents the maximum hours an individual can be scheduled to work in any given work week. Overtime will be paid via supplemental pay for eligible staff. The work schedule rule replaces the legacy standard day (7, 7.5, 8). If you multiply the legacy standard day by 5, the resulting figure equates to the work schedule rule used in SAP.

### 35.0WK5:

- SAIS non-exempt staff

### 37.5WK5:

- Non exempt staff in the Homewood Divisions
- Exempt Staff University-wide
- All Faculty University-wide
- Some non exempt staff in Bloomberg School of Public Health
  - See departmental/divisional representatives for exceptions

### 40.0 WK5:

- Non exempt staff in the School of Medicine
- Bargaining Unit Staff University-wide
- Non exempt staff in Bloomberg School of Public Health
  - See departmental/divisional representations for exceptions

### Exceptions to above who are on a 40 hour work schedule rule:

- Nurse Anesthetists in Anesthesiology (School of Medicine)
- Supervisory (exempt) staff in Custodial Services (Facilities Management)
- Non exempt staff in Facilities Management (SAIS)
- Campus Police Officers in Security (Homewood Divisions)
- Stationary Engineers in Facilities/Plant Operations (Homewood Divisions)
- Exempt staff in Supply Chain

### No WKSC:

- Only used for non employee hires

### Student Work Schedule Rule (19.99 hours per week maximum):

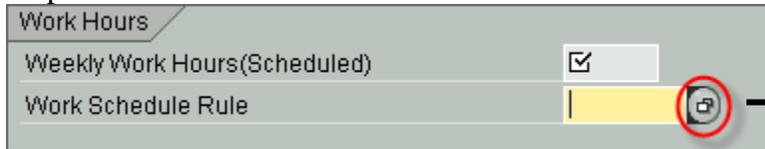
- Undergraduates
- Graduates
- Visiting Students

### Fellow Work Schedule Rule (no work commitment):

- Fellowship Recipients in employee group 8, subgroup 20

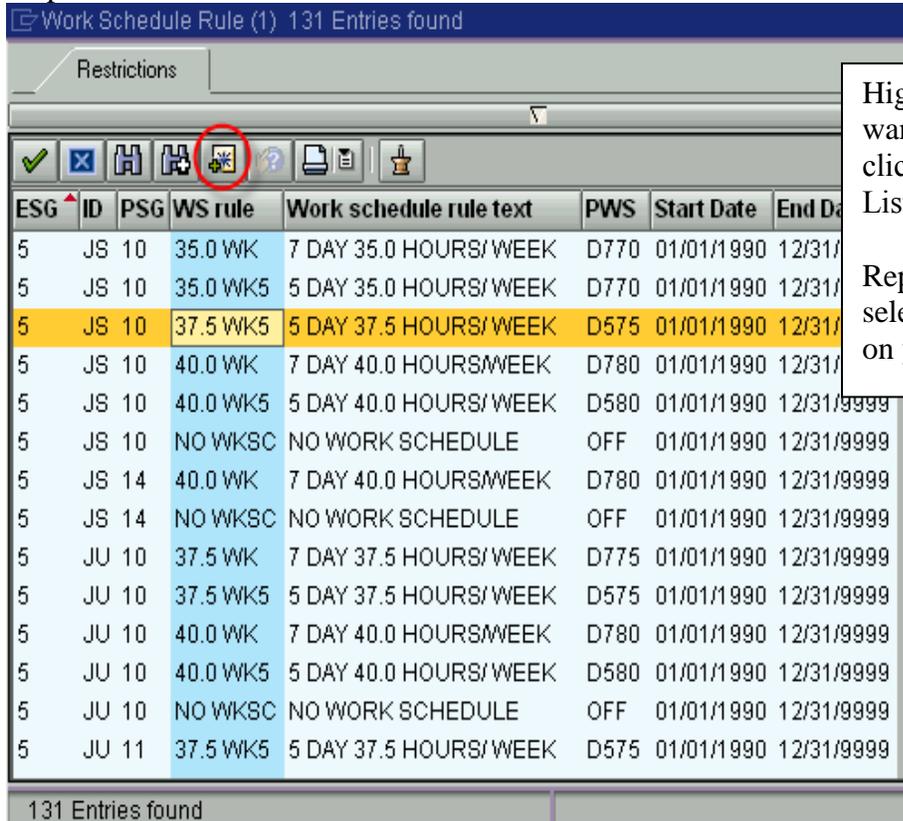
The list for work schedule rule list may be cumbersome. To aid in managing this list, we suggest initiators/approvers create a personal list. The personal list will allow you to only see the option you select. Follow the directions below to create a personal list.

### Step 1



Click on the search icon in the ISR

### Step 2

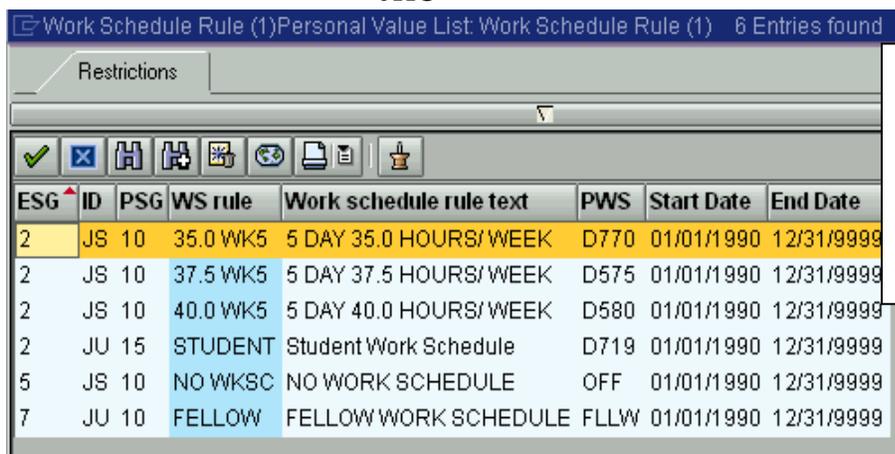


Highlight the selection you want in your Personal list and click the "Insert in Personal List" icon.

Repeat this procedure for each selection you want included on your personal list.

### Step 3:

JHU



Your Personal List has now been created.

Once the list has been created it will default each time this field is browsed.

## Health System

Work Schedule Rule (1) Personal Value List: Work Schedule Rule (1)

Restrictions

ES grouping: 1  
Holiday calendar ID: JB  
PS grouping: 20

WS rule	Work schedule rule t...	PWS	Start Date	End Date
DAY 08	8 HOUR DAY	DY08	01/01/1990	12/31/9999
DAY 10	10 HOUR DAY	DY10	01/01/1990	12/31/9999
DAY 12	12 HOUR DAY	DY12	01/01/1990	12/31/9999
EVE 08	8 HOUR EVE	EV08	01/01/1990	12/31/9999
EVE 10	10 HOUR EVE	EV10	01/01/1990	12/31/9999
EVE 12	12 HOUR EVE	EV12	01/01/1990	12/31/9999
NIGHT 08	8 HOUR NIGHT	NT08	01/01/1990	12/31/9999
NIGHT 10	10 HOUR NIGHT	NT10	01/01/1990	12/31/9999
NIGHT 12	12 HOUR NIGHT	NT12	01/01/1990	12/31/9999
ROTAT 08	8 HOUR ROTATE	RT08	01/01/1990	12/31/9999
ROTAT 10	10 HOUR ROTATE	RT10	01/01/1990	12/31/9999
ROTAT 12	12 HOUR ROTATE	RT12	01/01/1990	12/31/9999

Additional icons used to manage your personal list:



This icon allows you to delete items from the personal list



This icon allows you to Display all Values



This icon allows you to view your Personal List