Maximum Working Hours - Part Time Employees

Maximum Working Hours for Employees who are in a Position that is not Benefits Eligible

In accordance with the Patient Protection and Affordable Care Act, the Arkansas State University System has revised the Operating Procedure regarding the maximum working hours for Employees who are in a position that is not benefits eligible. The revised procedure is effective July 1, 2013.

This applies to adjunct faculty, part-time students, part-time non-students, and graduate assistants.

View the Operating Procedure here!

Frequently Asked Questions about Maximum Working Hours for Part-Time Employees:

How many hours can a part-time employee work per week?

A work week is defined as Monday through Sunday. Part-time employees, including student workers, can work a maximum of 28 hours per work week.

Can a part-time employee work over 28 hours per work week?

A part-time employee cannot work more than 28 hours per work week.

How many hours can an international student employee (F-1 or J-1 student visa holder) work per week?

Federal immigration and labor laws require that non-U.S. citizen student employees work:
• No more than 20 hours per work week when currently enrolled in classes.
• No more than 28 hours per work week during the official school break during the summer.
Students cannot be enrolled in class to be able to work the 28 hours in summer during school breaks.

If a part-time employee works in another department on the A-State campus, how many hours can they work?

Part-time non-student employees can only work a maximum total of 28 hours across campus.

If a part-time employee does not work the maximum hours during the current week, can the hours be carried over to the following work week?

No, hours cannot be carried over to other weeks. For example, if an employee works twelve (12) hours this week, they cannot carry the remaining hours over to the next week, as it would cause them to work over the total maximum of 28 hours per work week.

We have previously paid part-time employees a flat amount for work performed. Can this be continued?

No. If an individual is not a full-time employee, you will no longer be able to pay the employee a flat amount. All part-time employees will be paid on an hourly basis and required to enter their hours worked via Banner Time Entry.

Will all part-time employees be required to use Banner Time Entry?

Yes. Please remember that hourly employees are paid in-arrears (i.e. time entered for July 1-15 is paid on July 31).

How will hours be monitored?

Part-time employees will track their hours worked through Banner Time Entry. Supervisors are responsible for approving employee time each week.

How is the hourly rate of pay determined for part-time employees?

The hourly rate of pay for part-time non-student employees is based on the job duties and responsibilities and paid in accordance with the State Pay Plan. An hourly rate of pay should not be disclosed to a prospective employee until confirmation has been received from the Human Resources Department.

More questions about maximum working hours?

A-State Human Resources / Payroll
870-972-3454

hr@astate.edu or payroll@astate.edu

Revision #10
Created 2025-06-04 22:29:24 UTC by Catherine Naylor
Updated 2026-05-04 20:12:09 UTC by Catherine Naylor