Approving Hours on Federal Awards for Non-Exempt Staff and Student Workers

In order to properly certify non-exempt staff and student worker hours charged to a federal award, someone with direct knowledge of the individual personnel working on the award and the reasonableness of the charges in relation to the work performed on the award must submit their approval of those hours. In most instances, this is the Principal Investigator (PI).

The PI must confirm that the federal project is being charged appropriately, that the hours reported are appropriate for the period being reported, and that all non-exempt staff and student workers charged on the award did, in fact, contribute to the project. This document describes acceptable practices for certifying the Kronos timecard record for non-exempt staff and student workers, similar to those in place for the certification of Quarterly Monitored Workload Reports.

The ideal procedure for approval, and a good business practice, is to obtain the PI’s approval of hours worked concurrent with, or prior to, the Kronos timecard record being approved for payment\(^1\). The Kronos ‘Time Detail Report’, which is generated using the steps below\(^2\), is e-mailed to the PI, who will then review the report and reply with his/her approval of the hours.

**Process:**

1. Under ‘My Genies’, select ‘My Employees’ and select all the students/employees that you want to include in the report (#1). For multiple names, click on ‘Ctrl’ and then click the names you want to include in the report. If students have multiple badges, their name should show up multiple times under ‘My Employees’.

2. Click on the drop down arrow next to the ‘Time Period’ field (#2) and select ‘Current Pay Period’ or ‘Previous Pay Period’.

3. Single click on ‘Reports’ located in the top tool bar (#3).

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\(^1\) Refer to [http://www.rit.edu/fa/controller/payroll](http://www.rit.edu/fa/controller/payroll) for the current payroll schedule.

4. Under ‘Categories’ in the new window, single click on the ‘+’ next to ‘Detail Genie’ (#4).

5. Under the report menu that opens, select the ‘Time Detail’ report (#5).

6. Single click on the ‘Set Options’ tab (#6), highlight ‘Employee Page Break’ (#7), and then click the ‘Yes’ (#8) radio button on the right. Click ‘Run Report’ (#9) above the ‘Options’ pane.
7. The view will change to the ‘Check Run Status’ tab. Click on the ‘Refresh Status’ button in the menu bar.

8. When the status cell shows ‘Complete’, click on ‘View Report’ in the menu bar or double click the name of the report to view it. The report will be a .pdf output of all the employees selected, with page breaks for each employee (so you will not get multiple employees on one page).

**Additional Information:**

- Make sure the pop-up blocker allows [https://kronos.rit.edu](https://kronos.rit.edu) or allows all pop-ups from that site.
- Most screens in Kronos can be printed by selecting the ‘Actions’ menu and then selecting ‘Print.’
- Reports are saved until deleted by selecting the report and clicking ‘Delete’ in the toolbar.

An alternate method for obtaining PI approval of non-exempt hours worked is to obtain the PI's signature ‘after the fact', i.e. after payroll has run. PIs will review the Kronos ‘Time Detail Report(s)’ or timecard(s) that pertain to the time period being reported during the monthly reconciliation meeting. This review will incorporate the following:

- Confirmation of which award(s) the staff/student is/was working on
- Confirmation of who is/was being charged to each sponsored project, whether they are/were allowable, and their role on the award
- A determination of any changes in scope and level of commitment on the sponsored projects
- Prompt SPA notification if adjustments are needed
- The individual certifying the report shall maintain a written description of what was used as the suitable means of verification for future audit purposes. See the table below for examples of both acceptable and unacceptable means of verification.

<table>
<thead>
<tr>
<th>Acceptable Verification</th>
<th>Unacceptable Verification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct supervisory approval in Kronos</td>
<td>Verbal verification from a faculty member to a designee or to an administrator</td>
</tr>
<tr>
<td>Email correspondence that describes hours and includes approval of individual with direct knowledge</td>
<td>Negative affirmation, such as non-response to an email or phone message</td>
</tr>
<tr>
<td>Review and signed approval of progress reports, time cards, and/or logbooks</td>
<td>Student-generated records or hire paperwork with anticipated hours</td>
</tr>
</tbody>
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The PI will then sign/initial and date the appropriate document(s) indicating his/her approval of the hours reported.