

Time Reporting and Premium Pay Practices for Nonexempt Staff

Please keep the following information in mind for all nonexempt staff, including those who are working remotely.

- It is very important to ensure that all employees, including those working from home, are tracking their actual time worked through Kronos or on an [electronic time sheet](#). It is the supervisor's responsibility to ensure that all time worked is accurate and entered into Kronos by the end of the pay-period and is approved by the end of sign off day. If you have employees that you would like to have self-serve access to their timecards in Kronos, please complete the "Kronos WFC Timecard Access" request form below and submit it to Timekeeping@rit.edu. Self-serve access will be provided on an "as needed" basis. [Kronos WFC Timecard Access Form](#)
- Please be sure employees understand that working overtime (OT) must be approved by their immediate supervisor or department head in advance. Please note that:
 - All RIT work, including checking emails, even without advance approval from a supervisor, is considered time worked and must be accurately recorded.
 - All hours worked by nonexempt staff must be paid regardless whether approved or not.
 - Employees may not volunteer to work unpaid hours.
 - Flexing work schedules to include evening/weekend hours, when consistent with business necessity, is allowed in order to keep total work hours at 40 per work week. However, shift and premium pay may apply as outlined below.
- **Shift premium:** As a reminder, B/C shift is defined as 4 p.m. – 8 a.m. Employees receive an additional \$0.75 per hour when they work a minimum of 4 hours into the B/C shift, or if the employee's entire shift falls between 4 p.m. to 8 a.m.
 - B/C Shift Overtime - Employees receive an additional \$1.13 per hour for hours worked during B/C Shift over 40 in one pay week (Friday – Thursday) OR for B/C shift hours worked on a Sunday OR Holiday.
 - B/C Shift Double time – Additional \$1.50 per hour for hours worked during B/C Shift over 40 in one pay week (Friday – Thursday) on the 7th consecutive day. (Due to RIT's pay week, this will always occur on Thursday.)
- **Sunday premium:** work performed on Sunday is paid at 1 1/2 times the regular hourly rate. Sunday premium is not paid for vacation, sick leave, or holidays.
- **Double time:** any hours worked on the seventh consecutive day of the pay week (Friday – Thursday) which are also in excess of 40 for the week are paid at twice the current hourly pay.

[Click here for more information on RIT's Premium Pay Practices](#)

Please contact your [HR Manager](#) if you have questions.