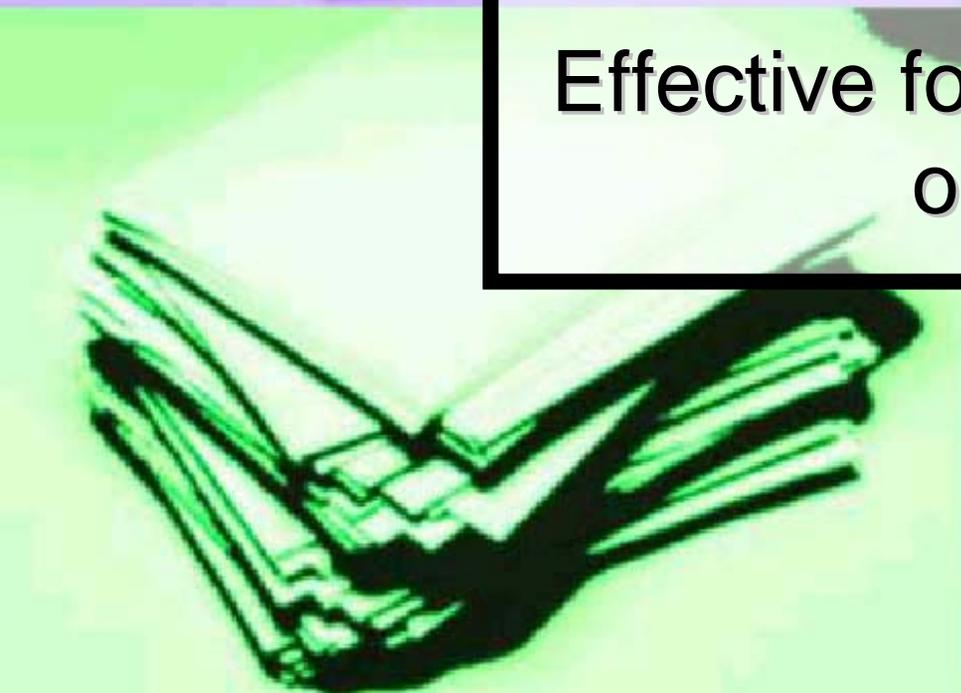




Changes To Non-exempt Payslips and Check Stubs



Effective for paychecks received
on 6/26/2009

What is changing?

- Some of the earnings have been renamed to add clarity
- A new line has been added that shows total hours for the pay-period
- The sort order in which the earnings appear on the printed check stub/online payslip has changed
- The header on the online payslip has been condensed only displaying relevant information



Which earnings have been renamed?

- Time Entry Wages = **Regular Hrs**
- Sunday Premium = **Sunday Hrs Wrkd**
- Holiday OT = **Hol Hrs Wrkd**
- Emergency Pay = **Emerg Hrs Wrkd**
- NTID Sunday Prem = **NTID Sun HrsWrk**
- NTID Holiday OT = **NTID Hol HrsWrk**
- NTID Emergency = **NTID Emerg Wrkd**



What is not changing?

- The way we calculate the pay
 - Pay continues to be calculated based on our current Human Resource policies and procedures
- The pay week – still starts on Friday and ends on Thursday
- The way the hours are entered into Kronos and signed off
- The way each employee receives their check stub or views their payslip online



Why are we making these changes?

- To add more clarity between the hours worked and the hours displayed on the payslip/check stub
- To help the employee visually see the total hours that they are getting paid for without having to add them up



How did we determine what changes to make?

- Input from employees in FMS and Food Service
- Input from other non-exempt employees on campus
- Input from supervisors
- Information from other Universities and Corporations
 - Including – University of Rochester, University of Syracuse, Nazareth and Xerox etc.





What tools are available to better understand RIT's pay practices?

■ Human Resource Policies

- <http://finweb.rit.edu/humanresources/policies/procedures/>

■ Payroll website

- <http://finweb.rit.edu/controller/payroll/>

■ Kronos process and FAQ's

- <http://finweb.rit.edu/controller/payroll/kronosfaq.html>

■ Student Employment website

- <http://www.rit.edu/emcs/seo/employers/oncampus/handbook.php#16>

Kronos Timecard – Prior to change



TIMECARD

Loaded: 11:40AM

Name & ID Bunny, Bugs B 11111111

Time Period Previous Pay Period

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
x	Fri 5/22			5:00AM		10:00AM	10:30AM		9:00PM	15.5	15.5	15.5
x	Sat 5/23											15.5
x	Sun 5/24			5:00AM		8:30AM	9:00AM		1:30PM	8.0	8.0	23.5
x	Mon 5/25			5:00AM		10:00AM				5.0		
x	Mon 5/25	Memorial Day 2009	8.0								13.0	36.5
x	Tue 5/26			5:00AM		8:30AM	9:00AM		1:30PM	8.0	8.0	44.5
x	Wed 5/27			5:00AM		9:00AM	9:30AM		1:30PM	8.0	8.0	52.5
x	Thu 5/28			5:00AM		9:00AM	9:30AM		1:30PM	8.0	8.0	60.5
x	Fri 5/29			5:30AM		8:30AM	9:00AM		2:00PM	8.0	8.0	68.5
x	Sat 5/30											68.5
x	Sun 5/31											68.5
x	Mon 6/01	Vacation RIT	8.0								8.0	76.5
x	Tue 6/02			5:00AM		8:30AM	9:00AM		1:30PM	8.0	8.0	84.5
x	Wed 6/03			5:00AM		8:30AM	10:00AM		1:30PM	7.0		
x	Wed 6/03	Excused with ...	1.0								8.0	92.5
x	Thu 6/04			5:00AM		8:30AM	9:00AM		1:30PM	8.0	8.0	100.5

TOTALS & SCHEDULE ACCRUALS AUDITS

Account	Pay Code	Amount	Wages
01/18300/70500/60/00000/00000/000000	BC Shift	5.0	3.75
01/18300/70500/60/00000/00000/000000	Holiday RIT	8.0	
01/18300/70500/60/00000/00000/000000	Holiday OT	5.0	
01/18300/70500/60/00000/00000/000000	Vacation RIT	8.0	
01/18300/70500/60/00000/00000/000000	Sunday Premium	8.0	
01/18300/70500/60/00000/00000/000000	Excused with Pay	1.0	
01/18300/70500/60/00000/00000/000000	Time Entry Wages	55.0	
01/18300/70500/60/00000/00000/000000	Overtime RIT	15.5	

Accrual Code	Balance on Selected Date	Units
1- Est FY Vac Acr	80.0	Hour
2- Est 6-30 Vac Bal	0.0	Hour
Sick	64.0	Hour

Date	Start Time	End Time	Pay Code	Amount
Fri 5/22	5:00AM	1:30PM		
Sat 5/23				
Sun 5/24	11:00PM	7:30AM		
Mon 5/25	5:00AM	1:30PM		
Mon 5/25	11:00PM	7:30AM		
Tue 5/26	5:00AM	1:30PM		
Tue 5/26	11:00PM	7:30AM		

Kronos Timecard – After the change

Kronos WORKFORCE CENTRAL(R) - Microsoft Internet Explorer
 File Edit View Favorites Tools Help
 Address <https://kronos.rit.edu/wfc/applications/suitenav/navigation.do> Go Links

KRONOS Log Off | Change Password | Setup | Help
 GENERAL MY GENIES@ TIMEKEEPING MY LINKS

imecard | People | Reports

TIMECARD

Last Saved: 2:23PM

Name & ID
 Time Period

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
x	Fri 6/05			5:00AM		10:00AM	10:30AM		9:00PM	15.5	15.5	15.5
x	Sat 6/06			5:00AM								15.5
x	Sun 6/07			5:00AM		8:30AM	9:00AM		1:30PM	8.0	8.0	23.5
x	Mon 6/08	Hol Hrs Wrkd	5.0									
x	Mon 6/08	Holiday RIT	8.0								13.0	36.5
x	Tue 6/09			5:00AM		8:30AM	9:00AM		1:30PM	8.0	8.0	44.5
x	Wed 6/10			5:00AM		9:00AM	9:30AM		1:30PM	8.0	8.0	52.5
x	Thu 6/11			5:00AM		9:00AM	9:30AM		1:30PM	8.0	8.0	60.5
x	Fri 6/12			5:30AM		8:30AM	9:00AM		2:00PM	8.0	8.0	68.5
x	Sat 6/13											68.5
x	Sun 6/14											68.5
x	Mon 6/15	Vacation RIT	8.0								8.0	76.5
x	Tue 6/16			5:00AM		8:30AM	9:00AM		1:30PM	8.0	8.0	84.5
x	Wed 6/17			5:00AM		8:30AM	10:00AM		1:30PM	7.0		
x	Wed 6/17	Excused with ...	1.0								8.0	92.5
x	Thu 6/18			5:00AM		8:30AM	9:00AM		1:30PM	8.0	8.0	100.5

TOTALS & SCHEDULE				ACCRUALS			AUDITS					
All				Account	Pay Code	Amount	Wage	Accrual Code	Balance on Selected Date	Units		
				0000/0000/0000/0000/0000/0000/0000	Vacation RIT	8.0		1- Est FY Vac Acr	0.0	Hour		
				0000/0000/0000/0000/0000/0000/0000	Overtime RIT	15.5		2- Est 6-30 Vac Bal	0.0	Hour		
				0000/0000/0000/0000/0000/0000/0000	Holiday RIT	8.0		Sick	0.0	Hour		
				0000/0000/0000/0000/0000/0000/0000	Sunday Hrs Wrkd	8.0		...				
				0000/0000/0000/0000/0000/0000/0000	Excused with Pay	1.0		Date	Start Time	End Time	Pay Code	Amount
				0000/0000/0000/0000/0000/0000/0000	Hol Hrs Wrkd	5.0		Fri 6/05				
				0000/0000/0000/0000/0000/0000/0000	BC Shift	5.0	3.75	Sat 6/06				
				0000/0000/0000/0000/0000/0000/0000	Regular Hrs	55.0		Sun 6/07				
								Mon 6/08				
								Tue 6/09				
								Wed 6/10				
								Thu 6/11				
								Fri 6/12				
								Sat 6/13				
								Sun 6/14				
								Mon 6/15				

Check Stub – Prior to change

EMPLOYEE NAME		EMP NO.	FED. EX. ADL	ST. EX. ADL	PER. ENDING	CHECK DATE	CHECK NO.	NET PAY		
Bugs Bunny		44946	S 0 .00	S 0 .00	04-JUN-2009	12-JUN-2009	1111111	892.90		
VAC ACCR	VAC BAL	SICK ACCR	SICK BAL	MESSAGE						
EARNINGS				DEDUCTIONS						
ITEM	HOURS	CURRENT	YEAR TO DATE	ITEM	CURRENT	YEAR TO DATE	ITEMS	CURRENT	YEAR TO DATE	
Time Entry Wage	55.00	550.00	550.00	Federal Tax	125.07	125.07				
Overtime	15.50	232.50	232.50	Social Security	71.38	71.38				
Sunday Premium	8.00	120.00	120.00	Medicare	16.69	16.69				
Holiday	8.00	80.00	80.00	NY State Tax	45.21	45.21				
Vacation	8.00	80.00	80.00							
Holiday OT	5.00	75.00	75.00							
Exc With Pay	1.00	10.00	10.00							
BC Shift	5.00	3.75	3.75							
Totals:		1,161.25	1,161.25	Totals:	258.35	258.35				
								Taxable Gross	1,161.25	1,161.25
** QUESTIONS ** BENEFITS/HUMAN RESOURCES *5-2424 **PAYROLL *5-2381										

Check Stub – After the change

EMPLOYEE NAME		EMP NO.	FED. EX. ADL	ST. EX. ADL	PER. ENDING	CHECK DATE	CHECK NO.	NET PAY	
Bugs Bunny		44946	S 0 .00	S 0 .00	18-JUN-2009	26-JUN-2009	1111122	892.89	
VAC ACCR	VAC BAL	SICK ACCR	SICK BAL	MESSAGE					
EARNINGS				DEDUCTIONS					
ITEM	HOURS	CURRENT	YEAR TO DATE	ITEM	CURRENT	YEAR TO DATE	ITEMS	CURRENT	YEAR TO DATE
Regular Hrs	55.00	550.00	1,100.00	Federal Tax	125.07	250.14			
Sunday Hrs Wrkd	8.00	120.00	240.00	Social Security	71.38	142.76			
Exc With Pay	1.00	10.00	20.00	Medicare	16.70	33.39			
Holiday	8.00	80.00	160.00	NY State Tax	45.21	90.42			
Vacation	8.00	80.00	160.00						
Overtime	15.50	232.50	465.00						
Hol Hrs Wrkd	5.00	75.00	150.00						
***Total Hours	100.50								
BC Shift	5.00	3.75	7.50						
Totals:		1,151.25	2,302.50	Totals:	258.36	516.71			
Taxable Gross								1,151.25	2,302.50
** QUESTIONS ?? BENEFITS/HUMAN RESOURCES X6-2424 ** PAYROLL X6-2381									

Online Payslip – Prior to change

Payslip - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://mybizstage.rit.edu/OA_HTML/OA.jsp?_rc=PAY_PAYSPLITOP_55&_ri=801&_ti=1205740821&language_code=US&OAFMID=1002751&OAPB=_OAFMID&pCalledFrom=PAY_PAYSPLITOP_55&pPersonID=&oapc=6&oas=3 Go Links

RIT RIT Employee Self-Service Home Logout Preferences

Payslip

Choose a Payslip: 12-JUN-2009 - 44946 - Check 1

Employee Name: **Bunny, Bugs** Organization Email Address: _____

Employee Number: **44946**
 Employer name: **Rochester Institute of Technology**
 Employer Address: **1 Lomb Memorial Drive
 Rochester, NY 14623**

Employee Address: **1 main st
 Penfield
 NY
 14526**

Employee Job Title: **Bugs Bunny**
 Position: _____
 Latest Hire Date: **01-Apr-2009**
 Adjusted Service Date: **01-Apr-2009**
 Location: **Bldg 60**
 Payroll: **Bi Weekly RIT**

Pay Period and Salary

Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate	Annual Salary
Bi-Week	12-Jun-2009	22-May-2009	04-Jun-2009	10.00	10.00

Summary

	Gross	Pre-Tax	Taxes	Deductions	Net Pay
YTD	1,151.25	0.00	258.35	0.00	892.90
Current	1,151.25	0.00	258.35	0.00	892.90

Hours and Earnings

Description	Current Hours	Current Amount	YTD Hours	YTD Amount
Time Entry Wages	55.00	550.00	55.00	550.00
Overtime	15.50	232.50		232.50
Sunday Premium	8.00	120.00		120.00
Holiday	8.00	80.00		80.00
Vacation	8.00	80.00		80.00
Holiday OT	5.00	75.00		75.00
Exc With Pay	1.00	10.00		10.00
BC Shift	5.00	3.75		3.75

Rate Details

Pre-Tax Deductions

Description	Current	YTD
No results found.		

Taxes

Description	Current	YTD
Federal Tax	125.07	125.07
Social Security	71.38	71.38

Done Local intranet

Online Payslip – After the change

Payslip - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop Taskbar

Address https://mybizstage.rit.edu/OA_HTML/OA.jsp?_rc=PAY_PAYSPLITOP_55&_ri=801&_ti=1205740821&retainAM=Y&addBreadCrumb=N&oapc=8&oas=d5-nRCBaUeVfcJFQUIjcBQ.. Go Links

RIT RIT Employee Self-Service Home Logout Preferences

Payslip

Employee Name **Bunny, Bugs** Organization Email Address

Choose a Payslip **26-JUN-2009 - 44946 - Check 1**

Employee	Bugs Bunny	Employee Number	44946
Job Title		Employer name	Rochester Institute of Technology
Position		Employer Address	1 Lomb Memorial Drive
Latest Hire Date	01-Apr-2009	Employee Address	1 main st
Adjusted Service Date	01-Apr-2009		Penfield
Location	Bldg 60		NY
Payroll	Bi Weekly RIT		14526

Pay Period and Salary

Pay Period	Payment Date	Pay Begin Date	Pay End Date	Pay Rate	Annual Salary
Bi-Week	26-Jun-2009	05-Jun-2009	18-Jun-2009	10.00	10.00

Summary

	Gross	Pre-Tax	Taxes	Deductions	Net Pay
YTD	2,302.50	0.00	516.71	0.00	1,785.79
Current	1,151.25	0.00	258.36	0.00	892.89

Hours and Earnings

Description	Current Hours	Current Amount	YTD Hours	YTD Amount
Regular Hrs	55.00	550.00	110.00	1,100.00
Sunday Hrs Wrkd	8.00	120.00		240.00
Exc With Pay	1.00	10.00		20.00
Holiday	8.00	80.00		160.00
Vacation	8.00	80.00		160.00
Overtime	15.50	232.50		465.00
Hol Hrs Wrkd	5.00	75.00		150.00
Total Hours **	100.50			
BC Shift	5.00	3.75		7.50

Rate Details

Pre-Tax Deductions			Taxes		
Description	Current	YTD	Description	Current	YTD
No results found.			Federal Tax	125.07	250.14

Done Local intranet



Additional Tools

- Sample Payslip and how earnings are calculated
 - [Sample Payslip 509](#)
- What do my pay codes mean and what earnings count towards overtime
 - [Pay Code Description 509](#)