

What do my paycodes mean?

Pay Code	Description	Counts Toward Overtime?
Regular Hrs	Regular hours worked – does NOT include hours worked on Sunday.	Yes
Sunday Hrs Wrkd	1 ½ times pay rate for hours worked on Sunday.	No
Vacation	Vacation hours paid.	Yes
Sick/Personal	Sick hours paid for own/family member illness OR personal/doctor appointments. Click here for more info.	No
Approved wPay	To record pay for time not worked when no other specific pay code is applicable – used infrequently.	No
Holiday	Hours paid for an Institute Holiday as published by Human Resources.	Yes
Sick Bank	Sick hours paid from this grandfathered benefit (sick balance as of June 2007).	No
Overtime	1 ½ times pay rate for hours worked over 40 in <u>one</u> pay week (Friday – Thursday) .	No
Hol Hrs Wrkd	1 ½ times pay rate for hours worked on in Institute Holiday.	No
Doubletime RIT	2 times pay rate for hours worked over 40 in <u>one</u> pay week (Friday – Thursday) on the 7 th consecutive day. (Due to RIT's pay week, this will occur on Thursday.)	No
Emergency Pay	2 times pay rate for hours worked during an official Institute closure. <i>Ex: Snow day</i>	Yes
Bldg Closure	To record pay for time not worked due to RIT Building Closure. <i>Ex: no electricity</i>	Yes
Funeral Leave	Death in immediate family or to attend funeral of other family member/non-family member.	No
Jury Duty Pay	To record Pay for time not worked when employee must report for jury duty.	No
RIT Function	To record pay for time not worked due to an RIT Function such as JP Morgan Chase Corporate Challenge.	yes
****TOTAL	Total of all above hours.	
BC Shift	Additional \$0.75 per hour for hours worked during BC Shift (4pm – 8 am). Must work minimum of 4 hours into the shift.	
BC Shift Overtime	Additional \$1.13 per hour for hours worked during BC Shift over 40 in one pay week (Friday – Thursday) OR hours worked on a Holiday OR Sunday during BC Shift.	
BC Shift Doubletime	Additional \$1.50 per hour for hours worked during BC Shift over 40 in one pay week (Friday – Thursday) on the 7 th consecutive day. (Due to RIT's pay week, this will always occur on Thursday.)	

RIT's pay week starts on Friday and ends on Thursday. Non-exempt (hourly) employees are paid bi-weekly (every other week) on a Friday.

Working on weekends does not guarantee overtime. Overtime typically happens at the end of the pay week (Thursday) once 40 hours is reached.

March 6, 2014

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