

What do my pay codes mean?

Pay Code	Description
Regular Hrs	Regular hours worked – does NOT include hours worked on Sunday.
Sunday Hrs Wrkd	1 ½ times pay rate for hours worked on Sunday.
Vacation	Vacation hours paid.
Sick	Sick hours paid.
Excused with Pay	Non-worked time. <i>Ex: Doctor's Appointment, Jury Duty, Funeral Leave</i>
Holiday	Hours paid for an Institute Holiday as published by Human Resources.
Sick Bank	Sick hours paid from this grandfathered benefit (sick balance as of June 2007.)
Overtime	1 ½ times pay rate for hours worked over 40 in <u>one</u> pay week (Friday – Thursday.)
Hol Hrs Wrkd	1 ½ times pay rate for hours worked on an Institute Holiday.
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 always occur on Thursday.)
Emergency Pay	2 times pay rate for hours worked during an official Institute closure. <i>Ex: Snow day</i>
****TOTAL HOURS****	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 <u>one</u> 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 <u>one</u> pay week (Friday – Thursday) on the 7 th consecutive day. (Due to RIT's pay week, this will always occur on Thursday.)

What counts towards overtime?

Counts Toward Overtime	Does NOT Count Toward Overtime
Regular Hrs	Sick
Sunday Hrs Wrkd	Excused with Pay
Vacation	Sick Bank
Holiday	Overtime
Emergency Pay	Hol Hrs Wrkd
	Doubletime

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.