Q: It’s easier for me to record my time in Kronos once a week, why can’t I do this?
A: The Federal Fair Labor Standards Act (FLSA) requires that employees in non-exempt positions be paid for exact time worked and to be compensated for overtime, when applicable. Exact time worked should be recorded as it occurs. Additionally, it is not compliant to record time worked in a “block” fashion (to the nearest hour or half-hour) rather than exact time in and out.

Q: I worked 12 consecutive days in a row, Monday through the following Friday, how is this compliant if I am required to have a full day off in a week?
A: New York State labor law requires a full day off in any calendar week. A calendar week is defined as Sunday through Saturday. This is not consistent with the RIT workweek, which is defined as Friday through Thursday. So it is possible to work more than 7 consecutive days in a row and still be compliant with the law, if the consecutive days were not 7 in a row from Sunday through Saturday.

Q: An employee who reports to me worked and recorded more than 40 hours in a workweek without my prior approval. My budget cannot cover overtime; do I have to pay it?
A: Yes. While it is required to obtain prior approval for overtime, the lack of approval would not relieve us from having to pay the employee; we have to pay employees for all time worked including overtime. You should remind the employee that all overtime must be approved in advance. If the employee continues to work overtime without approval, you should contact your HRSM for guidance on how to address the situation.

Q: I arrive to my workplace early, so I do a little work before I clock in so as not to incur overtime. Is this OK?
A: No, it is not legal to perform work duties “off the clock.” You must report all time worked, even if it is before your shift.

Q: I like to check and answer emails from home in the morning before I leave for work. I don’t expect to get paid for this time.
A: As noted above, it is not legal to perform work duties “off the clock.” You must be paid for all time worked.