This reminder is for all employees in non-exempt positions and managers/supervisors. If not applicable to you, please disregard.

The following information is provided as a reminder to employees who hold non-exempt (hourly paid) positions and all managers. As employees and managers of RIT, we share the responsibility to comply with RIT pay policies and practices, many of which are based on state or federal legislation. If you have questions regarding this information, please contact your Human Resources Service Manager.

The following reminders apply to employees in non-exempt positions:

- Employees must be paid for all time worked. It is not legal to perform work duties “off the clock” (whether at home, in the office, or during the meal break).
- Time worked in excess of weekly scheduled work hours requires manager approval prior to the time being worked.
- Employees must be allowed the appropriate meal period when working a shift of more than six hours. Click here for more details.
- Employees must have a full day off (at least 24 consecutive hours) in any calendar week (Sunday – Saturday).
- Students are eligible to work a maximum of 20 hours per workweek (Friday – Thursday) during periods when classes are in session. Students who work in more than one RIT department must manage their hours so as not to exceed 20 hours per workweek for all jobs combined.
- All work time must be recorded and approved in the RIT time-keeping system, Kronos. For more information about time reporting requirements and processes, please refer to the Kronos Supervisor Manual or the Kronos Process and FAQs.
  - Record time as it occurs. Time should not be entered once a day, week or pay period.
  - Record exact start/end times on the timecard. If an employee is scheduled to begin work at 8:30 am but actually begins working at 8:29 a.m., the timecard must reflect 8:29 am. Likewise, if the employee arrives at 8:31 am, the timecard must record 8:31 a.m.
  - Employees’ time should be verified and approved by a direct supervisor.
  - Retain appropriate documentation of edits. Edits made to Kronos timecards by someone other than the employee requires documentation signed by both employee and manager (an email is acceptable documentation). The department must keep this documentation.
Information regarding RIT’s premium pay practices can be found on the HR website, under the Policies and Procedures link.

Frequently asked questions and answers are attached for your reference.

This message and frequently asked questions will be posted on the HR website after March 21, 2014.

Thank you,

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