

From: [RIT Message Center](#)
To: [RIT Message Center](#)
Subject: Wage Rate Notification
Date: Wednesday, November 14, 2018 9:39:04 AM



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Dear Colleagues:

New York State Labor Laws require RIT to provide written notification regarding pay rate, overtime rate (if applicable), pay basis (hourly, salary, etc.), and pay date to all employees. This includes regular faculty, staff, adjunct, and student workers. We are required to provide this information within 10 days of an employee's hire date, seven days prior to a pay date change (e.g. as a result of changing between biweekly and semi-monthly payrolls), and seven days prior to any pay rate reductions. Employees are required to review and verify the information.

Historically, RIT has provided this information via hard copies, however, we are pleased to announce that beginning November 16, 2018, we will be providing an electronic notification with the required information through Oracle RIT Employee Self Service (ESS) or RIT Student Self Service (SSS). Employees will receive an email once the new information has been entered into Oracle, alerting them there is a new notification in ESS/SSS for their review and electronic verification. As an additional service to employees, we will also provide this notification for all pay rate increases, although this is not a legal requirement. If the employee does not review and verify the notification, they will receive e-mail reminders, with copies to their supervisor, at seven and 14 days following the initial email.

Please contact your [HR Manager](#) if you have any questions regarding this process.

Thank you,

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Finance & Administration
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