

From: Judy Bender

Sent: Thursday, June 30, 2016 5:22 PM

To: RIT Managers

Subject: Important information for supervisors of employees who work shifts that begin on Thursdays and end on Fridays

Importance: High

The following information is for managers and supervisors who have non-exempt employees (including students) who work shifts that begin on Thursdays and end on Fridays. Please share this information with any employee in your area who currently works this type of schedule.

Subject: KRONOS Timekeeping Change

In an effort to continuously improve our time keeping processes, RIT will make a change in Kronos that will affect hourly employees (including student employees) who work shifts that begin on Thursdays and end on Fridays. The RIT workweek will continue to be Friday through Thursday; however, starting with the pay period beginning Friday, July 8, 2016, the way hours are allocated for employees working shifts that begin on a Thursday and continue into Friday will change. If an employee begins work on a Thursday and works into Friday (12:00 a.m. and after), the Thursday hours will be counted in the first workweek of the pay period and the Friday hours (beginning at 12:00 a.m.) will be counted in the second week of the pay period.

This transition will begin with the pay period start date of Friday, July 8. **During this pay period only**, an employee whose workday begins on Thursday, July 7, and ends after midnight on July 8 will have the associated Friday hours paid **in both pay periods** ending July 7 and July 21. After this pay period, all hours worked on Thursday (up until 12:00 a.m./midnight) will be applied to the first workweek of the pay period and hours worked on Friday will be applied to the second workweek.

The tables below illustrate how time for each workweek is currently accounted for and how it will be accounted for beginning July 8.

Employee A works a Monday through Friday shift from 8 p.m. – 4:30 a.m. Currently, A's time is recorded as*:

*Does not reflect the required lunch break; assumes that the break is taken after midnight.

Day	In	Out	Hours worked
Friday	8:00 PM	4:30 am (Sat)	8
Monday	8:00 PM	4:30 am (Tues)	8
Tuesday	8:00 PM	4:30 am (Wed)	8
Wednesday	8:00 PM	4:30 am (Thur)	8
Thursday	8:00 PM	4:30 am (Fri)	8
		Total	40 hours

With the change described above, A's time would be recorded as:

*Does not reflect the required lunch break; assumes that the break is taken after midnight.

Day	In	Out	Hours worked
Friday (shift began on Thursday)	12:00 AM	4:30 am (Fri)	4
Friday	8:00 PM	4:30 am (Sat)	8
Monday	8:00 PM	4:30 am (Tues)	8
Tuesday	8:00 PM	4:30 am (Wed)	8
Wednesday	8:00 PM	4:30 am (Thur)	8
Thursday	8:00 PM	Midnight (Thur)	4
		Total	40 hours

There are no other changes to our current payroll policies or practices. The change described above only impacts those employees who work a shift that begins on Thursdays and ends on Fridays. Please contact the Payroll Office at payroll@rit.edu if you have any questions.

Judy

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