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Sent: Friday, May 18, 2012 4:50 PM
To: RITSTAFF Mailing List
Subject: Timekeeping Reminder for Non-Exempt Employees

Important Information for all Non-Exempt Employees:

All non-exempt employees are responsible for ensuring that they are accurately recording all work time according to RIT's timekeeping procedures.

Below is information about the acceptable methods for recording work time as well as reminders of your responsibilities as an RIT employee. If you have questions about RIT's timekeeping procedures/policies, you can contact your HR Services Manager or Lori Sykes at 475-7393 or ljpsn@rit.edu.

There are four ways that non-exempt employees may record their time:

1. Time Clocks (first of two preferred methods) - staff can use the bar code on their University ID and swipe at the time clocks. Students should punch in the unique badge number for the job they are working at the time clocks.
2. Electronic Timecard (second of two preferred methods) – this allows the employee to add, edit and delete punches directly on their timecard.
3. Time Stamp – this acts as an electronic time clock on the employee's computer. This option is acceptable for those times when the computer is already up and running. However, this option is not desirable at the start or end of a shift.
4. Paper Timecards - the least preferred method; must be retained in the department for seven years. This method should only be used by exception and under the guidance of the HR Services Manager.

Regardless of the method chosen, employees are responsible to ensure that:

- Time is recorded as it occurs. Employees should not be entering time once a day, week or pay period.
- Exact start/end times are recorded on your timecard. For example, if an employee is scheduled to begin work at 8:30 am but actually begins at 8:29 am, then the timecard must reflect 8:29 am. Likewise, if they arrive at 8:31 am, then the timecard must reflect 8:31 am.
- Meal periods are recorded correctly for your shift. Employees are not to work during meal periods.
- All overtime is recorded. Employees should be informing their supervisors if they believe overtime is needed to complete a task. Supervisors should pre-approve overtime requests.

If you have questions about Kronos, you can refer to the [Employee Access Manual](#) or the [Kronos Process and FAQ's](#) at <http://finweb.rit.edu/controller/payroll/> or you can contact Sean Cartwright at 475-2819 or stcfa@rit.edu.