



IMPORTANT INFORMATION REGARDING TIME KEEPING COMPLIANCE

All non-exempt hourly workers, including student employees, must maintain accurate time keeping records. Whether students enter time in a Kronos time clock or record hours on a time sheet, time recorded must be for actual time worked. There are no exceptions. To assist you with understanding this policy, please read the following Frequently Asked Questions.

FAQ's

Q: Why is this important?

A: Employers, including RIT, are mandated by the Fair Labor and Standards Act (FLSA) to pay employees for actual hours worked. Subsequently, student employees must only record hours that are actually worked.

Q: How will I be informed about the new procedures?

A: Your supervisor is responsible for providing you with any required information regarding these time keeping compliance procedures. If after talking with your supervisor you still have questions, you may contact the Student Employment Office at 475-2631 or email at 967dept@rit.edu.

Q: I record my time by clocking in and out of a Kronos time clock. What happens if I should miss a punch?

A: As part of your employment responsibilities, you are expected to punch in and out each and every time you report for work. If, on occasion, you forget to clock in or out, you and your supervisor will be required to provide signed documentation verifying your actual time worked. Your supervisor will also be required to retain this information for seven years.

Q: Where are the Kronos time clocks located on-campus?

A: You may find the locations of Kronos time clocks at <http://finweb.rit.edu/controller/payroll>.

Q: Can I punch in at the time clock for work and then grab breakfast or a cup of coffee?

A: No! You must only punch in when you are ready to begin work.

Q: I record my hours on a time sheet and give it in to my supervisor at the end of each week. Is this still acceptable?

A: Yes, as long as you and your supervisor sign the time sheet and it accurately reflects your hours of work. Your employer will be required to keep this documentation for seven years.

Q: I currently work on a schedule and my supervisor enters my time for me. Can I still do this?

A: No. If you work on a schedule, you must now keep a record of your hours worked, either by clocking in and out of a Kronos time clock or by recording hours worked on a paper timesheet. If using the paper timesheet method, it must be signed by you and your supervisor and retained for seven years.

Please keep in mind, that your time keeping documentation, whether by time clock or some other record keeping document, is a legal document. Knowingly falsifying time recorded is grounds for immediate dismissal from your job and legal action may be taken.