
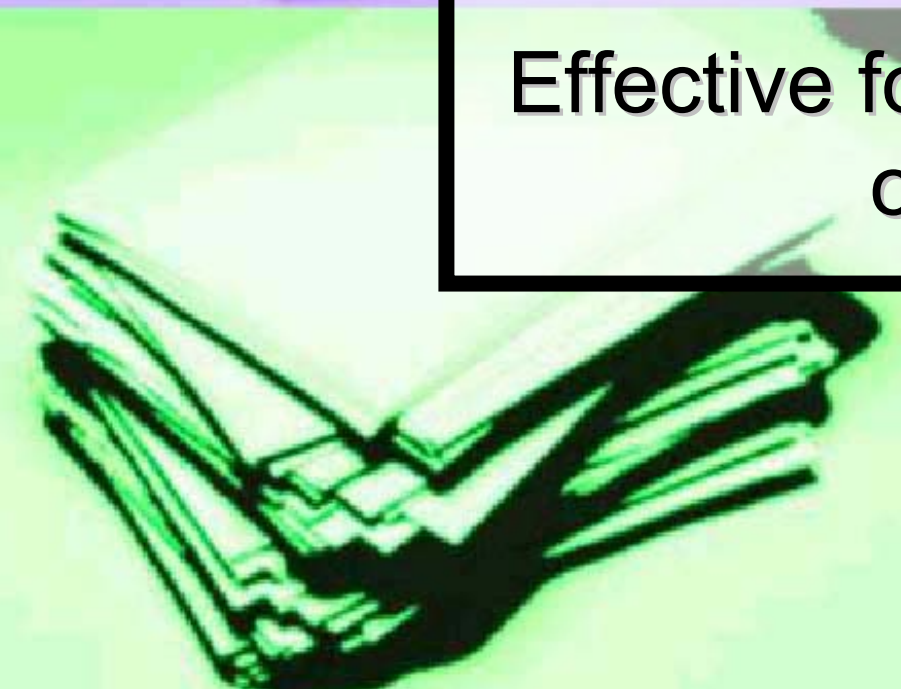




Changes To Non-exempt Payslips and Check Stubs



Effective for paychecks received
on 6/26/2009

What is changing?

- Some of the earnings have been renamed to add clarity
- A new line has been added that shows total hours for the pay-period
- The sort order in which the earnings appear on the printed check stub/online payslip has changed
- The header on the online payslip has been condensed only displaying relevant information



Which earnings have been renamed?

- Time Entry Wages = **Regular Hrs**
- Sunday Premium = **Sunday Hrs Wrkd**
- Holiday OT = **Hol Hrs Wrkd**
- Emergency Pay = **Emerg Hrs Wrkd**
- NTID Sunday Prem = **NTID Sun HrsWrk**
- NTID Holiday OT = **NTID Hol HrsWrk**
- NTID Emergency = **NTID Emerg Wrkd**



What is not changing?

- The way we calculate the pay
 - Pay continues to be calculated based on our current Human Resource policies and procedures
- The pay week – still starts on Friday and ends on Thursday
- The way the hours are entered into Kronos and signed off
- The way each employee receives their check stub or views their payslip online



Why are we making these changes?

- To add more clarity between the hours worked and the hours displayed on the payslip/check stub
- To help the employee visually see the total hours that they are getting paid for without having to add them up





How did we determine what changes to make?

- Input from employees in FMS and Food Service
- Input from other non-exempt employees on campus
- Input from supervisors
- Information from other Universities and Corporations
 - Including – University of Rochester, University of Syracuse, Nazareth and Xerox etc.



What tools are available to better understand RIT's pay practices?

■ Human Resource Policies

- <http://finweb.rit.edu/humanresources/policies/procedures/>

■ Payroll website

- <http://finweb.rit.edu/controller/payroll/>

■ Kronos process and FAQ's

- <http://finweb.rit.edu/controller/payroll/kronosfaq.html>

■ Student Employment website

- <http://www.rit.edu/emcs/seo/employers/oncampus/handbook.php#16>

Kronos Timecard – Prior to change



TIMECARD

Loaded: 11:40AM

Name & ID Bunny, Bugs B 11111111

Time Period Previous Pay Period

| Save Actions Punch Amount Accruals Comment Approvals Reports | | | | | | | | | | | | |
|--------------------------------------------------------------|----------|-------------------|--------|--------|----------|---------|---------|----------|--------|-------|-------|------------|
| | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
| X | Fri 5/22 | | | 5:00AM | | 10:00AM | 10:30AM | | 9:00PM | 15.5 | 15.5 | 15.5 |
| X | Sat 5/23 | | | | | | | | | | | 15.5 |
| X | Sun 5/24 | | | 5:00AM | | 8:30AM | 9:00AM | | 1:30PM | 8.0 | 8.0 | 23.5 |
| X | Mon 5/25 | | | 5:00AM | | 10:00AM | | | | 5.0 | | |
| X | Mon 5/25 | Memorial Day 2009 | 8.0 | | | | | | | | 13.0 | 36.5 |
| X | Tue 5/26 | | | 5:00AM | | 8:30AM | 9:00AM | | 1:30PM | 8.0 | 8.0 | 44.5 |
| X | Wed 5/27 | | | 5:00AM | | 9:00AM | 9:30AM | | 1:30PM | 8.0 | 8.0 | 52.5 |
| X | Thu 5/28 | | | 5:00AM | | 9:00AM | 9:30AM | | 1:30PM | 8.0 | 8.0 | 60.5 |
| X | Fri 5/29 | | | 5:30AM | | 8:30AM | 9:00AM | | 2:00PM | 8.0 | 8.0 | 68.5 |
| X | Sat 5/30 | | | | | | | | | | | 68.5 |
| X | Sun 5/31 | | | | | | | | | | | 68.5 |
| X | Mon 6/01 | Vacation RIT | 8.0 | | | | | | | | 8.0 | 76.5 |
| X | Tue 6/02 | | | 5:00AM | | 8:30AM | 9:00AM | | 1:30PM | 8.0 | 8.0 | 84.5 |
| X | Wed 6/03 | | | 5:00AM | | 8:30AM | 10:00AM | | 1:30PM | 7.0 | | |
| X | Wed 6/03 | Excused with ... | 1.0 | | | | | | | | 8.0 | 92.5 |
| X | Thu 6/04 | | | 5:00AM | | 8:30AM | 9:00AM | | 1:30PM | 8.0 | 8.0 | 100.5 |

TOTALS & SCHEDULE ACCRUALS AUDITS

| Account | Pay Code | Amount | Wages |
|--------------------------------------|------------------|--------|-------|
| 01/18300/70500/60/00000/00000/000000 | BC Shift | 5.0 | 3.75 |
| 01/18300/70500/60/00000/00000/000000 | Holiday RIT | 8.0 | |
| 01/18300/70500/60/00000/00000/000000 | Holiday OT | 5.0 | |
| 01/18300/70500/60/00000/00000/000000 | Vacation RIT | 8.0 | |
| 01/18300/70500/60/00000/00000/000000 | Sunday Premium | 8.0 | |
| 01/18300/70500/60/00000/00000/000000 | Excused with Pay | 1.0 | |
| 01/18300/70500/60/00000/00000/000000 | Time Entry Wages | 55.0 | |
| 01/18300/70500/60/00000/00000/000000 | Overtime RIT | 15.5 | |

| Accrual Code | Balance on Selected Date | Units |
|---------------------|--------------------------|-------|
| 1- Est FY Vac Acr | 80.0 | Hour |
| 2- Est 6-30 Vac Bal | 0.0 | Hour |
| Sick | 64.0 | Hour |

| Date | Start Time | End Time | Pay Code | Amount |
|----------|------------|----------|----------|--------|
| Fri 5/22 | 5:00AM | 1:30PM | | |
| Sat 5/23 | | | | |
| Sun 5/24 | 11:00PM | 7:30AM | | |
| Mon 5/25 | 5:00AM | 1:30PM | | |
| Mon 5/25 | 11:00PM | 7:30AM | | |
| Tue 5/26 | 5:00AM | 1:30PM | | |
| Tue 5/26 | 11:00PM | 7:30AM | | |

Kronos Timecard – After the change

Kronos WORKFORCE CENTRAL(R) - Microsoft Internet Explorer

Address: https://kronos.rit.edu/wfc/applications/suitenav/navigation.do

Log Off | Change Password | Setup | Help

GENERAL MY GENIES@ TIMEKEEPING MY LINKS

imecard | People | Reports

TIMECARD

Last Saved: 2:23PM

Name & ID: Bunny, Bugs STCFA

Time Period: Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Reports

| | Date | Pay Code | Amount | In | Transfer | Out | In | Transfer | Out | Shift | Daily | Cumulative |
|---|----------|------------------|--------|--------|----------|---------|---------|----------|--------|-------|-------|------------|
| x | Fri 6/05 | | | 5:00AM | | 10:00AM | 10:30AM | | 9:00PM | 15.5 | 15.5 | 15.5 |
| x | Sat 6/06 | | | | | | | | | | | 15.5 |
| x | Sun 6/07 | | | 5:00AM | | 8:30AM | 9:00AM | | 1:30PM | 8.0 | 8.0 | 23.5 |
| x | Mon 6/08 | Hol Hrs Wrkd | 5.0 | | | | | | | | | |
| x | Mon 6/08 | Holiday RIT | 8.0 | | | | | | | | 13.0 | 36.5 |
| x | Tue 6/09 | | | 5:00AM | | 8:30AM | 9:00AM | | 1:30PM | 8.0 | 8.0 | 44.5 |
| x | Wed 6/10 | | | 5:00AM | | 9:00AM | 9:30AM | | 1:30PM | 8.0 | 8.0 | 52.5 |
| x | Thu 6/11 | | | 5:00AM | | 9:00AM | 9:30AM | | 1:30PM | 8.0 | 8.0 | 60.5 |
| x | Fri 6/12 | | | 5:30AM | | 8:30AM | 9:00AM | | 2:00PM | 8.0 | 8.0 | 68.5 |
| x | Sat 6/13 | | | | | | | | | | | 68.5 |
| x | Sun 6/14 | | | | | | | | | | | 68.5 |
| x | Mon 6/15 | Vacation RIT | 8.0 | | | | | | | | 8.0 | 76.5 |
| x | Tue 6/16 | | | 5:00AM | | 8:30AM | 9:00AM | | 1:30PM | 8.0 | 8.0 | 84.5 |
| x | Wed 6/17 | | | 5:00AM | | 8:30AM | 10:00AM | | 1:30PM | 7.0 | | |
| x | Wed 6/17 | Excused with ... | 1.0 | | | | | | | | 8.0 | 92.5 |
| x | Thu 6/18 | | | 5:00AM | | 8:30AM | 9:00AM | | 1:30PM | 8.0 | 8.0 | 100.5 |

...

TOTALS & SCHEDULE ACCRUALS AUDITS

| Account | Pay Code | Amount | Wage |
|-------------------------------|------------------|--------|------|
| 0000/0000/0000/0000/0000/0000 | Vacation RIT | 8.0 | |
| 0000/0000/0000/0000/0000/0000 | Overtime RIT | 15.5 | |
| 0000/0000/0000/0000/0000/0000 | Holiday RIT | 8.0 | |
| 0000/0000/0000/0000/0000/0000 | Sunday Hrs Wrkd | 8.0 | |
| 0000/0000/0000/0000/0000/0000 | Excused with Pay | 1.0 | |
| 0000/0000/0000/0000/0000/0000 | Hol Hrs Wrkd | 5.0 | |
| 0000/0000/0000/0000/0000/0000 | BC Shift | 5.0 | 3.75 |
| 0000/0000/0000/0000/0000/0000 | Regular Hrs | 55.0 | |

| Accrual Code | Balance on Selected Date | Units |
|---------------------|--------------------------|-------|
| 1- Est FY Vac Acr | 0.0 | Hour |
| 2- Est 6-30 Vac Bal | 0.0 | Hour |
| Sick | 0.0 | Hour |

...

| Date | Start Time | End Time | Pay Code | Amount |
|----------|------------|----------|----------|--------|
| Fri 6/05 | | | | |
| Sat 6/06 | | | | |
| Sun 6/07 | | | | |
| Mon 6/08 | | | | |
| Tue 6/09 | | | | |
| Wed 6/10 | | | | |
| Thu 6/11 | | | | |
| Fri 6/12 | | | | |
| Sat 6/13 | | | | |
| Sun 6/14 | | | | |
| Mon 6/15 | | | | |

Applet.com/kronos/wfc/timekeeping/timesheet/applet/TimesheetViewApplet started

Internet

Check Stub – Prior to change

| EMPLOYEE NAME | | EMP NO. | FED. EX. ADL | ST. EX. ADL | PER. ENDING | CHECK DATE | CHECK NO. | NET PAY | | |
|--------------------------------------------------------------------|---------|-----------------|-----------------|-----------------|---------------|---------------|-----------|---------------|--------------|----------|
| Bugs Bunny | | 44946 | S 0 .00 | S 0 .00 | 04-JUN-2009 | 12-JUN-2009 | 1111111 | 892.90 | | |
| VAC ACCR | VAC BAL | SICK ACCR | SICK BAL | MESSAGE | | | | | | |
| EARNINGS | | | | DEDUCTIONS | | | | | | |
| ITEM | HOURS | CURRENT | YEAR TO DATE | ITEM | CURRENT | YEAR TO DATE | ITEMS | CURRENT | YEAR TO DATE | |
| Time Entry Wage | 55.00 | 550.00 | 550.00 | Federal Tax | 125.07 | 125.07 | | | | |
| Overtime | 15.50 | 232.50 | 232.50 | Social Security | 71.38 | 71.38 | | | | |
| Sunday Premium | 8.00 | 120.00 | 120.00 | Medicare | 16.69 | 16.69 | | | | |
| Holiday | 8.00 | 80.00 | 80.00 | NY State Tax | 45.21 | 45.21 | | | | |
| Vacation | 8.00 | 80.00 | 80.00 | | | | | | | |
| Holiday OT | 5.00 | 75.00 | 75.00 | | | | | | | |
| Exc With Pay | 1.00 | 10.00 | 10.00 | | | | | | | |
| BC Shift | 5.00 | 3.75 | 3.75 | | | | | | | |
| Totals: | | 1,161.25 | 1,161.25 | Totals: | 258.35 | 258.35 | | | | |
| | | | | | | | | Taxable Gross | 1,161.25 | 1,161.25 |
| ** QUESTIONS ** BENEFITS/HUMAN RESOURCES *5-2424 **PAYROLL *5-2381 | | | | | | | | | | |

Check Stub – After the change

| EMPLOYEE NAME | | EMP NO. | FED. EX. ADL | ST. EX. ADL | PER. ENDING | CHECK DATE | CHECK NO. | NET PAY | |
|---------------------------------------------------------------------|---------|-----------------|-----------------|-----------------|---------------|---------------|-----------|-----------------|-----------------|
| Bugs Bunny | | 44946 | S 0 .00 | S 0 .00 | 18-JUN-2009 | 26-JUN-2009 | 1111122 | 892.89 | |
| VAC ACCR | VAC BAL | SICK ACCR | SICK BAL | MESSAGE | | | | | |
| EARNINGS | | | | DEDUCTIONS | | | | | |
| ITEM | HOURS | CURRENT | YEAR TO DATE | ITEM | CURRENT | YEAR TO DATE | ITEMS | CURRENT | YEAR TO DATE |
| Regular Hrs | 55.00 | 550.00 | 1,100.00 | Federal Tax | 125.07 | 250.14 | | | |
| Sunday Hrs Wrkd | 8.00 | 120.00 | 240.00 | Social Security | 71.38 | 142.76 | | | |
| Exc With Pay | 1.00 | 10.00 | 20.00 | Medicare | 16.70 | 33.39 | | | |
| Holiday | 8.00 | 80.00 | 160.00 | NY State Tax | 45.21 | 90.42 | | | |
| Vacation | 8.00 | 80.00 | 160.00 | | | | | | |
| Overtime | 15.50 | 232.50 | 465.00 | | | | | | |
| Hol Hrs Wrkd | 5.00 | 75.00 | 150.00 | | | | | | |
| ***Total Hours | 100.50 | | | | | | | | |
| BC Shift | 5.00 | 3.75 | 7.50 | | | | | | |
| Totals: | | 1,151.25 | 2,302.50 | Totals: | 258.36 | 516.71 | | | |
| Taxable Gross | | | | | | | | 1,151.25 | 2,302.50 |
| ** QUESTIONS ?? BENEFITS/HUMAN RESOURCES X6-2424 ** PAYROLL X6-2381 | | | | | | | | | |

Online Payslip – Prior to change

Payslip - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address https://mybizstage.rit.edu/OA_HTML/OA.jsp?_rc=PAY_PAYSLIP_TOP_55&_ri=801&_ti=1205740821&language_code=US&OAFMID=1002751&OAPB=_OAFMID&pCalledFrom=PAY_PAYSLIP_55&pPersonID=&oapc=6&oas=3 Go Links

RIT RIT Employee Self-Service Home Logout Preferences

Payslip

Employee Name **Bunny, Bugs** Organization Email Address

Choose a Payslip: 12-JUN-2009 - 44946 - Check 1

| | | | |
|-----------------------|----------------------|------------------|------------------------------------------|
| Employee | Bugs Bunny | Employee Number | 44946 |
| Job Title | | Employer name | Rochester Institute of Technology |
| Position | | Employer Address | 1 Lomb Memorial Drive |
| Latest Hire Date | 01-Apr-2009 | | Rochester, NY 14623 |
| Adjusted Service Date | 01-Apr-2009 | Employee Address | 1 main st |
| Location | Bldg 60 | | Penfield |
| Payroll | Bi Weekly RIT | | NY |
| | | | 14526 |

Pay Period and Salary

| Pay Period | Payment Date | Pay Begin Date | Pay End Date | Pay Rate | Annual Salary |
|------------|--------------|----------------|--------------|----------|---------------|
| Bi-Week | 12-Jun-2009 | 22-May-2009 | 04-Jun-2009 | 10.00 | 10.00 |

Summary

| | Gross | Pre-Tax | Taxes | Deductions | Net Pay |
|---------|----------|---------|--------|------------|---------|
| YTD | 1,151.25 | 0.00 | 258.35 | 0.00 | 892.90 |
| Current | 1,151.25 | 0.00 | 258.35 | 0.00 | 892.90 |

Hours and Earnings

| Description | Current Hours | Current Amount | YTD Hours | YTD Amount |
|------------------|---------------|----------------|-----------|------------|
| Time Entry Wages | 55.00 | 550.00 | 55.00 | 550.00 |
| Overtime | 15.50 | 232.50 | | 232.50 |
| Sunday Premium | 8.00 | 120.00 | | 120.00 |
| Holiday | 8.00 | 80.00 | | 80.00 |
| Vacation | 8.00 | 80.00 | | 80.00 |
| Holiday OT | 5.00 | 75.00 | | 75.00 |
| Exc With Pay | 1.00 | 10.00 | | 10.00 |
| BC Shift | 5.00 | 3.75 | | 3.75 |

Rate Details

| Pre-Tax Deductions | | | Taxes | | |
|--------------------|---------|-----|-----------------|---------|--------|
| Description | Current | YTD | Description | Current | YTD |
| No results found. | | | Federal Tax | 125.07 | 125.07 |
| | | | Social Security | 71.38 | 71.38 |

Done Local intranet

Online Payslip – After the change

Payslip - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://mybizstage.rit.edu/OA_HTML/OA.jsp?_rc=PAY_PAYSPLITOP_55&_ri=801&_ti=1205740821&retainAM=Y&addBreadcrumb=N&oapc=8&oas=d5-nRCBaUeVfcJFQUIjcBQ..

RIT RIT Employee Self-Service Home Logout Preferences

Payslip

Employee Name: **Bunny, Bugs** Organization Email Address

Choose a Payslip: **26-JUN-2009 - 44946 - Check 1**

| | | | |
|-----------------------|----------------------|------------------|------------------------------------------|
| Employee | Bugs Bunny | Employee Number | 44946 |
| Job Title | | Employer name | Rochester Institute of Technology |
| Position | | Employer Address | 1 Lomb Memorial Drive |
| Latest Hire Date | 01-Apr-2009 | Employee Address | 1 main st |
| Adjusted Service Date | 01-Apr-2009 | | Penfield |
| Location | Bldg 60 | | NY |
| Payroll | Bi Weekly RIT | | 14526 |

Pay Period and Salary

| Pay Period | Payment Date | Pay Begin Date | Pay End Date | Pay Rate | Annual Salary |
|------------|--------------|----------------|--------------|----------|---------------|
| Bi-Week | 26-Jun-2009 | 05-Jun-2009 | 18-Jun-2009 | 10.00 | 10.00 |

Summary

| | Gross | Pre-Tax | Taxes | Deductions | Net Pay |
|---------|----------|---------|--------|------------|----------|
| YTD | 2,302.50 | 0.00 | 516.71 | 0.00 | 1,785.79 |
| Current | 1,151.25 | 0.00 | 258.36 | 0.00 | 892.89 |

Hours and Earnings

| Description | Current Hours | Current Amount | YTD Hours | YTD Amount |
|----------------------|---------------|----------------|-----------|------------|
| Regular Hrs | 55.00 | 550.00 | 110.00 | 1,100.00 |
| Sunday Hrs Wrkd | 8.00 | 120.00 | | 240.00 |
| Exc With Pay | 1.00 | 10.00 | | 20.00 |
| Holiday | 8.00 | 80.00 | | 160.00 |
| Vacation | 8.00 | 80.00 | | 160.00 |
| Overtime | 15.50 | 232.50 | | 465.00 |
| Hol Hrs Wrkd | 5.00 | 75.00 | | 150.00 |
| ***Total Hours ***** | 100.50 | | | |
| BC Shift | 5.00 | 3.75 | | 7.50 |

Rate Details

| Pre-Tax Deductions | | | Taxes | | |
|--------------------|---------|-----|-------------|---------|--------|
| Description | Current | YTD | Description | Current | YTD |
| No results found. | | | Federal Tax | 125.07 | 250.14 |

Done Local intranet



Additional Tools

- Sample Payslip and how earnings are calculated
 - [Sample Payslip 509](#)
- What do my pay codes mean and what earnings count towards overtime
 - [Pay Code Description 509](#)