

Time & Labor Training for Employees



Our goals today...

- Guide and teach you how to capture and edit time and labor in HRMS
- Enhance your ability to remain compliant with federal and NYS labor laws
- Ensure all employees and staff are paid correctly



Pay Frequency

- Staff are categorized by 1 of the 3 following pay frequencies:
 1. BWH (bi-weekly hourly)
 2. SMO (semi-monthly)
 3. MTH (monthly)



Capturing Time

- Time for hourly-paid staff is reported in punches.
- Elapsed time is “non-work” time (ex. sick, PTO, vacation).
- There are 3 methods used to capture time:
 1. Web Clock
 2. Swipe (badge reader)
 3. Manual Punch (manual time entry)

***See your timekeeper or supervisor for the appropriate method to capture your time.**



Time Management

- All hourly-paid employees time must be recorded to the **minute** according to NYS labor laws.
- It is important to maintain an accurate record of time worked and not worked.
- Time should be approved by the timekeeper at least once a week to ensure all time is accurately recorded.



Holidays (policy 330)

- Holidays are system generated and the system will calculate the appropriate pay.
- Holidays will be highlighted in orange on the UR time entry pages.
- Each holiday equals one-fifth of the employees standard weekly work hours.

Punch and Elapsed Time Detail														
			Date	Day	In	Out	TRC	Amount /Hours /Units	1st Meal Minute Override	2nd Meal Minute Override	Transfer to Regular Shift	Call In	Taskgroup	FAO (Account)
1	+	-	06/26/2016	Sun			31					31		
2	+	-	06/27/2016	Mon			31					31		
3	+	-	06/28/2016	Tue			31					31		
4	+	-	06/29/2016	Wed			31					31		
5	+	-	06/30/2016	Thu			31					31		
6	+	-	07/01/2016	Fri			31					31		
7	+	-	07/02/2016	Sat			31					31		
8	+	-	07/03/2016	Sun			31					31		
9	+	-	07/04/2016	Mon			31					31		
10	+	-	07/05/2016	Tue			31					31		



Overtime (policy 223)

- Each workweek stands alone and overtime is required for hours **worked** beyond 40 hours for hourly-paid employees.
- Department heads or authorized representatives are responsible for the approval of overtime **before** overtime work is performed. You may not authorize your own overtime. When work demands require you to work in excess of 40 hours in a work week you are eligible for and will be paid overtime pay at a rate of one and one-half times your regular hourly rate of pay for the work week. All work performed for the University regardless of where it is performed must be accounted for and included in your overtime calculation.



Future-dated Events

- Future-dated events can be entered and approved.
- The system does not process future-dated events until the appropriate pay cycle.
- You cannot future-date punches and swipes.



Adjustments and Wage Deductions

- Prior period adjustments can be made 48 days prior to the current day.
- Any adjustments that result in hours/pay being reduced, must be directed to the UR payroll office to follow appropriate regulations.

***Timekeepers Contact: payroll@Rochester.edu**



Capturing Time with the Web Clock

- The web clock is found on the HRMS homepage under *Quick Links*.
- Choose *Punch Type* from pull-down menu.
- Choose *In* or *Out*.
- Click *Enter Punch* then *OK* once you see the message, “*Your punch was successfully recorded*”.



Web Clock (continued)



Web Clock (continued)

Web Clock

Susan Silver
Secretary II

Employee ID 201077
Employment Record 0

Your Last Recorded Punch

Enter Punch ?

***Punch Type** **Enter Punch**

Time Zone **Enter Punch**

Time Reporting Elements

Day **Enter Punch**

Current Time 05/02/16 9:21AM **Refresh Time**

1st Meal Minute Override

2nd Meal Minute Override

Call In

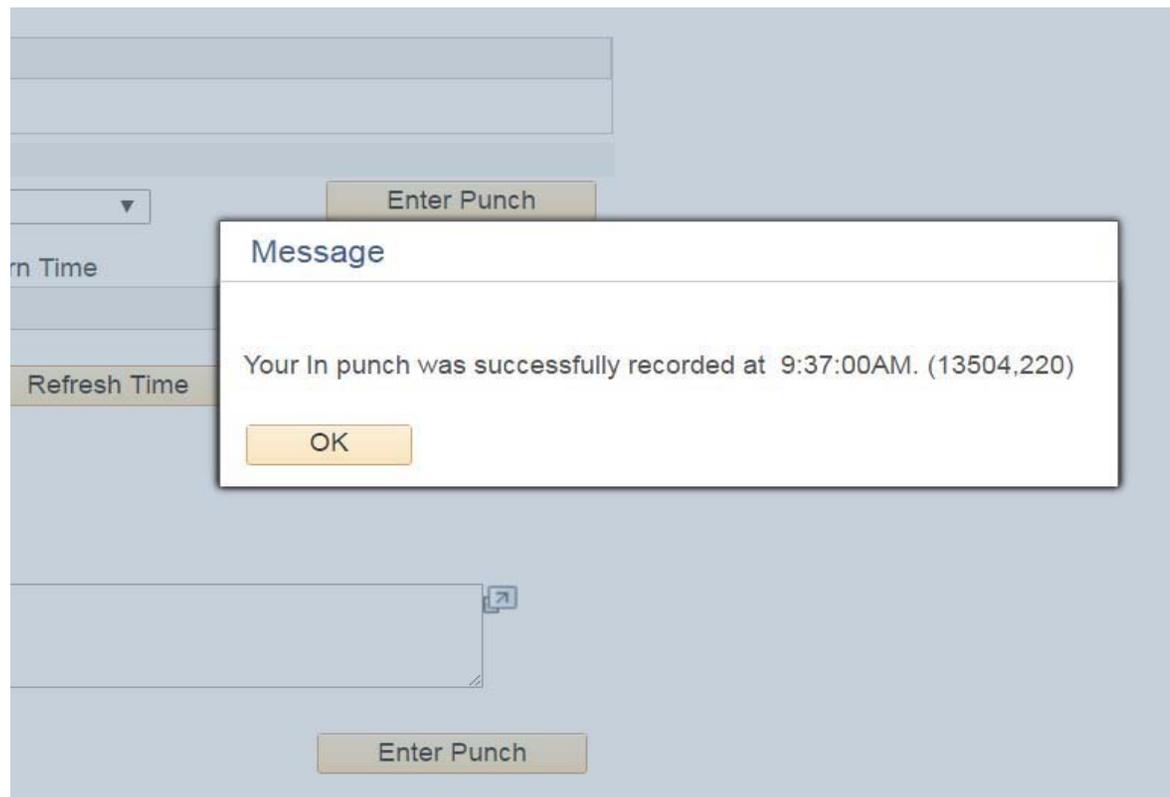
Comments

254 characters remaining

Enter Punch



Web Clock (continued)



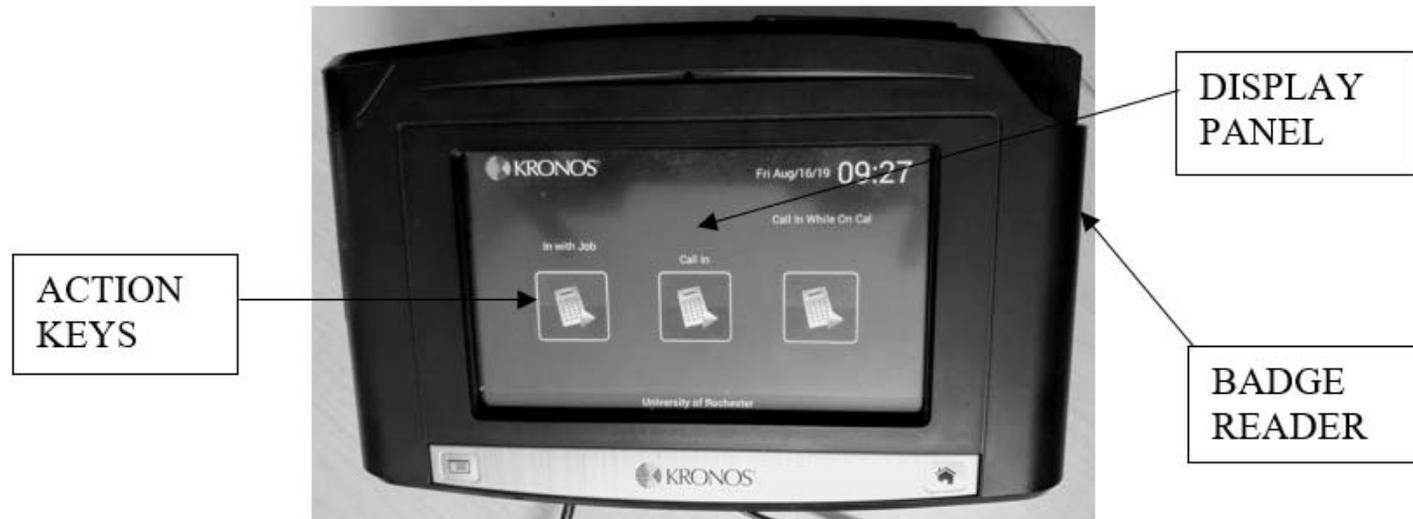
Additional Web Clock Information (Continued)

The screenshot shows the 'Web Clock' interface with the following elements and callouts:

- Navigation:** Favorites, Main Menu, > Web Clock
- Employee Name:** Select Job dropdown with a red error message: "Please Select Correct Job".
 - Callout: "If the employee has a multiple job, the Web Clock page will ask them to select the job they are clocking for."
- Your Last Recorded Punch:** Out at 2:00:00PM.
 - Callout: "The employee's last punch will display"
- Enter Punch:** *Punch Type dropdown (set to In), Time Zone (EST), Eastern Time, and an Enter Punch button.
 - Callout: "The punch type will default based on what the last punch type was. This can be overridden."
- Time Reporting Elements:** Day (Tuesday), Current Time (07/09/19 11:17AM), Refresh Time button, 1st Meal Minute Override, 2nd Meal Minute Override, Call In, and Comments (254 characters remaining).
 - Callout: "Enter Punch" button



Capturing Time using the Badge Reader – InTouch Model



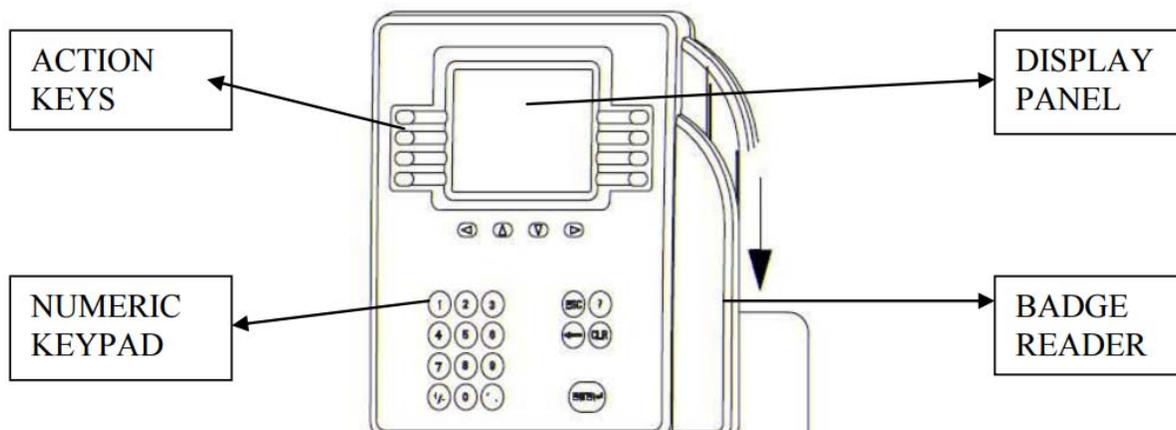
Swiping Your Badge

- Hold your ID badge so your picture is facing you and the barcode runs along the left side.
- Position the badge into the black magnetic reader block on the right side of the terminal faceplate.
- In one steady motion, slide your badge down through the magnetic reader block.



Capturing Time using the Badge Reader – 4500 Model

CLOCK GUIDE



Swiping Your Badge

- Hold your ID badge so your picture is facing you and the barcode runs along the left side.
- Position the badge into the black magnetic reader block on the right side of the terminal faceplate.
- In one steady motion, slide your badge down through the magnetic reader block.



Badge Readers

(continued)

- Once your swipe is accepted, you will hear 1 beep and the indicator light of the terminal will turn green.
- If your swipe is not accepted, an error message will appear on the display panel and you will hear a series of multiple beeps. The indicator light of the terminal will turn red. In this situation, follow department procedures to ensure your time is entered into HRMS for accurate time recording and payment.
- You are required to use your badge to enter time at the badge reader. If you do not have your badge, please follow your department's procedures for reporting worked time.



Capturing Time using the UR Time Entry Screen

- All time entered will appear on the UR Time Entry – Employee Page regardless of how it was entered in the system (Web Clock or Badge Reader).
- This screen allows you to enter time for an entire pay period including non-work time (elapsed time).



UR Time Entry Screen (continued)



UR Time Entry Screen

(continued)

Time Entry

Empl ID: 201077 **Empl Record:** 0
Name: Silver,Susan

From Date: 05/01/2016 **End Date:** 05/14/2016 **Appointment End Dt:**

Workgroup: HOURLY11P **1st Meal Default:** 30 **2nd Meal Default:** **Stnd Hrs/Wk:** 40.00

Business Title: Secretary II **Department:** 100100 Purchasing

Refresh Period

Punch and Elapsed Time Detail

[Personalize](#) | [Find](#) | [First](#) **1-14 of 14** [Last](#)

			Date	Day	In	Out	TRC	Amount /Hours	1st Meal Minute Override	2nd Meal Minute Override	Transfer to Regular Shift	Call In
1			05/01/2016	Sun	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2			05/02/2016	Mon	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



UR Time Entry Screen

(continued)

Punch and Elapsed Time Detail														Personalize	Find	First	Last
			Date	Day	In	Out	TRC	Amount /Hours /Units	1st Meal Minute Override	2nd Meal Minute Override	Transfer to Regular Shift	Call In	Taskgroup	FAO (Account)			
1	+	-	10/06/2013	Sun			31					31					
2	+	-	10/07/2013	Mon	7:59AM	4:32PM	31	8.050000				31	UR DEF				
3	+	-	10/08/2013	Tue	8:01AM	4:29PM	31	7.966667				31	UR DEF				
4	+	-	10/09/2013	Wed	8:02AM	4:45PM	31	8.216667				31	UR DEF				
5	+	-	10/10/2013	Thu	8:00AM	5:15PM	31	8.750000				31	UR DEF				
6	+	-	10/11/2013	Fri			31					31					
7	+	-	10/12/2013	Sat			31					31					
8	+	-	10/13/2013	Sun			31					31					
9	+	-	10/14/2013	Mon			31					31					



MEAL PERIODS



Meal Periods (policy 172)

- NYS mandates that all employees take a minimum 30-minute uninterrupted meal period for shifts over 6 hours

AND

- An additional 20-minute (paid) meal period if an employee begins working before 11:00am and continues working past 7:00pm.



Meal Periods

- HRMS automatically deducts the designated amount for a meal period for hourly staff after you have worked more than **6 consecutive hours**.
- If a shift more than 6 hours has been “broken” HRMS will not auto-deduct.
- Your department will use one of the following three default meal periods:
 - 30 minute
 - 45 minute
 - 60 minute



Meal Periods

- The following three conditions must be met for a bona fide meal period:
 1. **The meal break must be at least 30 minutes long**
 2. **The employee must be completely relieved of all duties and shall perform no work.**
 3. **The employee must be free to leave the work area, although an employee can be required to stay on UR property.**
- If any of these conditions are not met, the meal period is considered hours worked and you must be paid.
- If you are interrupted during your meal period, you must be provided an additional 30-minute meal period before the end of the work day.
- In the *rare* situation a meal period is not provided, you must be paid and an override in HRMS is required.

***Employees Cannot Waive Rights Under the Law**



Meal Periods

Punch and Elapsed Time Detail

Personalize Find First

		Date	Day	In	Out	TRC	Amount /Hours /Units	1st Meal Minute Override	2nd Meal Minute Override	Transfer to Regular Shift	Call In	Taskgroup	FAO (Account)
1	+ -	05/01/2016	Sun			31					31		
2	+ -	05/02/2016	Mon	7:59AM	4:32PM	31	8.050000				31	UR DEI	
3	+ -	05/03/2016	Tue	8:02AM	4:35PM	31	8.050000				31	UR DEI	
4	+ -	05/04/2016	Wed	7:45AM	4:20PM	31	8.083333				31	UR DEI	
5	+ -	05/05/2016	Thu	7:30AM	5:00PM	31	9.000000				31	UR DEI	
6	+ -	05/06/2016	Fri			31		0			31		
7	+ -	05/07/2016	Sat			31		30			31		
8	+ -	05/08/2016	Sun			31		31			31		
9	+ -	05/09/2016	Mon			31		32			31		
10	+ -	05/10/2016	Tue			31		33			31		
11	+ -	05/11/2016	Wed			31		34			31		
12	+ -	05/12/2016	Thu			31		35			31		
13	+ -	05/13/2016	Fri			31		36			31		
14	+ -	05/14/2016	Sat			31		37			31		
						31		38			31		
						31		39			31		
						31		40			31		
						31		41			31		
						31		42			31		
						31		43			31		
						31		44			31		
						31		45			31		
						31		46			31		

Total of Hours Entered: 45 3333

- In the *rare* situation a meal period is not provided, you must be paid and an override in HRMS is required. Meal overrides also need to be documented in the University Exception Log.



Exception Log

- When appropriate edits are made to the system, they must be documented on the University exception log.
- All departments must document missed and interrupted meal periods on this exception log (this should be a rare occurrence).
- A template of the exception log is provided in Policy 172 and may also be found at:
<http://www.Rochester.edu/working/hr/compliance/>



Meal Periods (Division 50)

- All employees whose primary appointment is in Division 50 (Strong Memorial Hospital):
 1. Are required to punch in and out at the beginning and end of their shift only.
 2. All non-work time is logged on the University exception log and entered manually by the timekeeper.



Rest Periods (Policy 172)

- Rest periods are not required by law and are defined as short breaks (5-20 minutes).
- University Policy 172 states, paid rest periods do not exceed 15 minutes.
- Rest periods must be approved and do not require punch in/out.
- If a rest period is provided to the employee, they must be counted as time worked and must be compensated.
- Do not punch out for breaks.



Questions?

- For additional questions please contact:
 - Your HR Business Partner
(https://www.rochester.edu/working/hr/contact/contact_list.html)
 - ASK–URHR
ask-urhr@rochester.edu
 - Office of Total Rewards - Compensation
hrcomp1@hr.rochester.edu

