Payroll Schedule and Timekeeping Policy

Non-exempt employees (hourly) are paid biweekly. Exempt employees (salaried) are paid on a semi-monthly basis. If the normal payday falls on a Yeshiva-recognized holiday, paychecks will be distributed one workday prior to the normal schedule. The current year pay periods are available at https://www.yu.edu/hr/payroll/forms. Under no circumstances will Yeshiva release any paychecks prior to the announced schedule. All statement of earnings for each pay period is available on-line via https://insidetrack.yu.edu

Tax withholding is affected by the number of exemptions you claim on your tax forms. If you wish to change your exemptions or if your marital status changes you must submit new tax forms to the Payroll Department. Tax forms are available at https://www.yu.edu/hr/payroll/forms or on the Employee tab on https://insidetrack.yu.edu

The YU official timekeeping system is KRONOS, a Time and Attendance System that collects actual time entered by the employee using a time clock or computer. The data is transferred to the payroll system where employees are paid according to the hours recorded in their KRONOS time sheet. Absence records (e.g. vacation, sick days) will also be tracked and recorded in KRONOS. The KRONOS electronic timekeeping system and all associated work records are the official basis for recording hours worked and serve as the official record of the workday. Therefore, it is your responsibility to make sure that your KRONOS records are accurate.

NON-EXEMPT EMPLOYEES

TIMEKEEPING FOR THOSE WHO USE THE TIMECLOCKS

Daily Clock In/Out: It is the responsibility of each employee to work the actual hours that they are scheduled to work and to clock in and out at the beginning and end of each workday in order to be compensated for the time worked and to report his/her time worked accurately and completely for each pay period. Yeshiva University strictly prohibits non-exempt employees from working "off-the-clock" (working hours not recorded) for any reason. Employees should not begin working earlier than fifteen (15) minutes prior to their scheduled start time, and they should stop working no more than fifteen (15) minutes following the end of their scheduled shift. Clock in and clock out time must match the actual time worked and may not happen at earlier or later times. Non-exempt employees who clock in prior to starting work or after ending work will be subject to discipline, up to and including termination of employment. Non-exempt employees who repeatedly work longer hours than their scheduled shifts, without prior written authorization, will be subject to discipline, up to and including termination of employment.

Meal periods and breaks: Meal periods are unpaid, while short work breaks are paid. Every employee must take a non-working meal period, unless they have received prior written authorization to work through their meal period. All records will reflect a non-working meal period, and therefore, if you have been authorized to work through your meal period, please make sure that your time records reflect that change.

Time off: When an employee who uses a timeclock is on vacation or sick his/her supervisor will enter the leave hours into KRONOS.

Approvals: Managers must approve all time cards for employees who use timeclocks by NOON on the Monday following the end of the pay period.

Corrections: It is recognized that in certain situations (e.g. clock malfunction, data entry errors) it will be necessary to correct or enter missing data. These changes will be carefully documented by the Manager/Supervisor, who will email the Payroll department and will make the edits and enter explanatory notes on the KRONOS timecard. Such changes will be reviewed with the employee.

- Payroll Adjustments: If an employee is not fully compensated for the payroll period because of a data input error or a missed timeclock punch, please contact your supervisor who will in turn contact the Payroll Office to ensure that the correction is made as soon as possible.

- Clock or System Problems: Clocks will continue to collect data during times where it looks like there are clock or system malfunctions, even during power outages. Employees should continue to make all necessary punches, and then immediately inform their supervisor. In this situation the supervisor will make a note of the times that may need adjusting, but will not make adjustments until it is confirmed that the system did not collect the data. The supervisor will immediately notify the Payroll Office of any clock or system problems.

- Missed Punches: If an employee forgets to clock in or out for their shift they must contact their supervisor immediately upon discovering the missed punch to explain the circumstances and to provide actual clock in or out information. The Supervisor will adjust the employee's time in the Kronos system and will make edits and explanatory notes on the KRONOS timecard. Excessive missed time clock punches will lead to disciplinary action, up to and including termination of employment.

TIMEKEEPING FOR THOSE USING COMPUTER ENTRY

Employees who enter their time through computer entry must enter a start and end time for each day. These times must coincide with the actual beginning and ending of their workday. Employees should not begin working earlier than fifteen (15) minutes prior to their scheduled start time, and they should stop working no more than fifteen (15) minutes following the end of their scheduled shift. Nonexempt employees who repeatedly work longer hours than their scheduled shifts, without prior written authorization, will be subject to discipline, up to and including termination of employment. The entry for the time work begins and ends must match the actual time worked. Employees and may not enter earlier or later times. No-exempt

employees who enter the wrong starting or ending times will be subject to discipline, up to and including termination of employment

Time Off: Employees who enter time through computer entry must enter their own vacation and sick time.

Approvals: Employees who enter time through computer entry must complete and approve their completed time card no later than close of business on the last day of the pay period. Every employee is responsible for ensuring that their time reported accurately reflects their actual time worked. Additionally, supervisors are responsible for ensuring that the work and leave time entered accurately reflects each employee's activity for each pay period and must validate this by approving all timecards by NOON on the Monday following the end of the pay period.

VACATION AND SICK TIME ACCRUALS

The KRONOS system will accrue vacation and sick time for all employees. Your accrued hours can be viewed on the KRONOS timecard or through Inside Track at https://insidetrack.yu.edu. Please make sure you have the correct date highlighted in the system for the most accurate accruals.

OVERTIME PAY FOR NON-EXEMPT EMPLOYEES

At times the workload in your department may require your supervisor to request that you work longer hours than your regular schedule. Non-exempt employees are eligible to receive overtime pay. However, a supervisor's prior approval is required before non-exempt employees can work overtime. Failure to receive your supervisor's approval before beginning the overtime work may result in disciplinary action. Employees represented for collective bargaining purposes should refer to the collective bargaining agreement for details outlining overtime pay. Employees may not accumulate overtime by arriving early or leaving late unless specifically preauthorized by their supervisor. If a non-exempt employee has accumulated unapproved hours beyond his/her work schedule in the course of a week, he/she may be required to leave work early. Disciplinary action will occur for reoccurrence of non-compliance with this policy.

INAPPROPRIATE TIMEKEEPING ACTIVITY

Employees who have questions or concerns about any issue having to do with timekeeping – including about the hours they are supposed to work, the manner of recording their hours, or the proper authorization to work outside their scheduled hours should immediately contact or notify their supervisor, Human Resources or the General Counsel. Any employee who is asked to "work off the clock" or otherwise falsify their time record must inform Human Resources immediately.

You may be subject to disciplinary action up to and including termination for the following:
- any attempt to tamper with the timekeeping hardware or software,

- falsification or misrepresentation of time and attendance information,
- clocking in or entering time for other employees,
- excessive missed punches without a valid (specific) reason,
- intentional errors in reporting hours worked, or
- working overtime without prior approval from your supervisor

EXEMPT EMPLOYEES

Exempt employees must enter exception time (vacation, sick) by entering the appropriate pay code and the number of hours taken off.

Approvals: Exempt employees should approve each timecard, regardless of whether or not time off was taken. The approval acknowledges that you have reviewed your work days and serves as the official record of your workday.

Exempt employees must approve their timecards no later than the close of business on the last day of the pay period.

Supervisors must approve exempt employee timecards no later than the close of business on the following business day.

If you are an employee who holds an exempt position, you are expected to work the hours necessary to complete your assigned tasks and projects. Employees in exempt positions do not receive overtime pay, regardless of the number of hours worked. Their salary represents payment for all hours they may be required to work in any given workweek whether more or less than eight in a day or forty in a week.