UNIVERSITY *of* ROCHESTER

QUICK REFERENCE GUIDE FOR:
RECORDING YOUR TIME IN HRMS

WHAT DO YOU NEED TO KNOW ABOUT TRACKING YOUR TIME IN HRMS?

1. There are 3 pay frequencies:
- BWH (bi-weekly hourly)
- SMO (semi-monthly)
- MTH (monthly)

2. There are 3 methods used to capture time. See your timekeeper or supervisor for the appropriate method to capture your time.
- **Web Clock**
  a. The web clock is found on the HRMS homepage under *Quick Links*.
  b. Choose *Punch Type* from pull-down menu.
  c. Choose *In, Out* or *Transfer*.
  d. Click *Enter Punch* then *OK* once you see the message, "*Your punch was successfully recorded*".
- **Swipe (Badge Reader)**
  a. 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.
  b. Once your swipe is accepted, you will hear 1 beep and the top light of the terminal will turn green.
  c. If your swipe is not accepted, an error message will appear on the display panel and you will hear a series of 3 beeps. The middle 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.
- **Manual Punch**
  a. The *UR Time Entry – Employee* page is found by going to: HRMS homepage→ Q*uick Links*→*Time Entry - Employee*.
  b. 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).
  c. This screen allows you to manually enter time for an entire pay period including non-work time (elapsed time).

3. "Minute-to-minute" timekeeping required by New York State (NYS): Non-exempt employees must be paid for every minute worked:
- "Clock-in time" is the minute employee begins work.
- "Clock-out time" is the minute employee finishes working.
- Every minute worked must be on-the-clock, recorded, and paid.
- Employees who perform work outside normal clock-in/clock-out time must record and report the time for manual entry.

4. 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. (Refer to Policy 330 – Holidays)

5. Each workweek stands alone and overtime is required for hours **worked** beyond 40 hours for hourly-paid employees. Paid absence on a scheduled work day such as University holidays, vacation, PTO, jury duty, funeral leave, and sick

leave shall not be considered as time worked for the purpose of computing weekly overtime. 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. (Refer to Policy 223 – Overtime Pay)

6. 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.

7. NYS mandates that **all** employees (salaried and hourly-paid) 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. (Refer to Policy 172 – Work Schedules Meal & Rest Periods)

8. 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 either a 30, 45 minute or 60 minute meal period which will be identified in HRMS.

9. If you are interrupted during your meal period, you must be provided an additional 30-minute uninterrupted 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.**

10. All departments must document missed and interrupted meal periods on the University Exception Log (this should be a rare occurrence). A template of the exception log is provided in Policy 172 – Work Schedules Meal & Rest Periods and may also be found at: http://www.Rochester.edu/working/hr/compliance/

11. Rest periods are not required by law and are defined as short breaks (5-20 minutes). University Policy 172 –Work Schedules Meal & Rest Periods states, paid University 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, it must be counted as time worked and the employee must be compensated.

More detail regarding instructions on HRMS Time and Labor reporting can be found at: *HRMS homepage → Quick Links→Helpful Information→User Manual→Time and Labor User Guide*

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