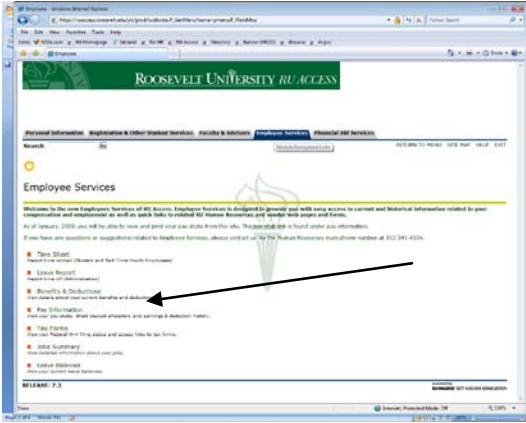


manual adjustments?	adjustments.
Can employees clock in/out from any computer?	Employees can clock in/out from any Roosevelt computer.
Is I-Browse accessible using a Mac?	I-Browse is accessible using a Mac once Internet Explorer is loaded. Please contact the department of technology.
Is I-Browse accessible using Mozilla Firefox or other search engines?	No, I-Browse operates only in Internet Explorer.
What happens if an employee forgets to clock in or out?	Supervisors can enter time for employees. If employees persistently fail to clock in or out, it may be considered a performance issue.
What happens if an employee forgets to submit their electronic time sheets?	It is very possible that the employee will have to wait for the following pay period to be paid.
What if the system crashes or the server goes down?	We may opt to use default schedules to get employees paid. We can account for exceptions, time away or overtime, once the systems are up and running again.
Banner / RU Access	
Is year-to-date history found on employees' pay stubs?	<p>Employees can view year-to-date history for earnings as well as deductions. From the Employee Services tab in RU Access, click on Pay Information, then view either Earnings History or Deductions History.</p> 
Can supervisors see a clerical union employee's leave bank?	Supervisors will receive e-mail notifications of clerical employee's leave banks on a regular basis.
In RU Access, how many years of history	We started using Banner to create payroll on December 28, 2008. Our "history"

will be available to view?	begins on that date. As time goes on, we will have access to our own personal records for the previous three years.
Pay Practices – Clerical Union Employees	
Do clerical union employees get compensated for drive time if supervisors direct them to work at the other campus?	Report time begins when employees reach campus. Travel time is considered as time worked when it is from one campus to the other during the employee’s regularly scheduled work day.
When do clerical union employees earn overtime?	Clerical union employees earn overtime after 35 or 37.5 hours per week based on their regularly scheduled work week.
Can employees or supervisors make changes to the employee’s work schedule?	Deviations from the regularly scheduled work day and week may be made on the basis of mutual agreement between the employee and the supervisor. Permanent changes must be approved by the Union-University Committee.
Can clerical union employees combine their rest breaks and meal periods?	Yes, with supervisory approval.
Can clerical employees clock in early or clock out late?	Employees should not clock in or out more than seven minutes before or after their scheduled shifts. The University must pay employees for the time they have recorded. Changes in schedule or overtime work must be pre-approved by supervisors.
What is the procedure for calling in to report an unplanned absence?	Employees should check with their immediate supervisors.
Do clerical employees have to clock-in/out for rest breaks and mail periods?	Employees must clock in/out for meal periods but not for rest breaks.
What happens if employees cannot take their meal period?	We will pay employees if they must work through their meal periods. Employees should first seek supervisory approval.
What is the difference between “clerical standard” and “clerical alternate”?	Clerical standard employees work 35 hours per week and clerical alternate employees work 37.5 hours per week.
If an employee arrives to work late, can he or she stay late to “make up” the hours?	Supervisors have the authority to approve temporary changes in a clerical union employee’s schedule. Employees may not make such changes without supervisor’s approval.

Pay Practices – Administrators	
How many sick days can an administrator take?	As exempt employees, there are no rules for the number of sick days. If administrators are sick, they should stay home and return to work when feeling better. If the number of sick days interferes with getting the work done, HR can work with administrators and their supervisors.
Why aren't sick days covered in the pay practices document?	Sick days are a benefit, not a practice or policy.
Are administrators allowed meal and rest breaks.	As exempt employees, there are no rules related to meal and rest breaks. Administrators should work with their immediate supervisors to determine what is best for the employee and the department.
If employees work two different jobs at the University, will they get two pay checks?	Employees working in two different employee classes will likely get two different pay checks. In a case of administrators who also teach, they will get one check on the last business day of the month and their paycheck will refer to them as administrators. They will get a second check on the 14 th of the month and they will be referred to as adjunct faculty. This is a change from past practice.