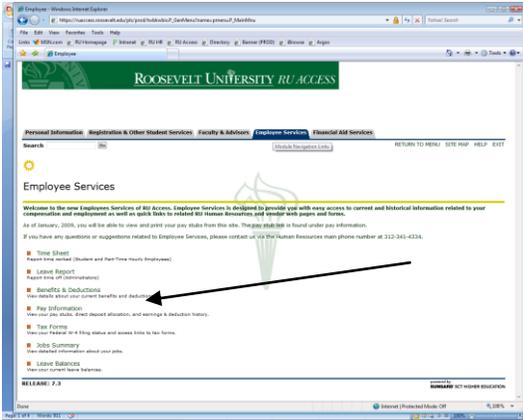


<b>Pay Day</b>	
Where do employees pick up their checks if not on direct deposit?	Paychecks will be available for pick-up after 9:00AM on each pay date at the student account's cashier window at either the Chicago campus-Auditorium building or the Schaumburg campus.  An employee may pick-up his/her own paycheck by showing valid picture identification. Designee or department representative pick-up is not permitted.
How long are payroll checks held for pick-up before being mailed?	Paychecks will be available for pick-up through the conclusion of the second business day following pay date (5:00PM). Paychecks not picked up will be mailed on the third business day following pay date to the local mailing address of the employee. If no mailing address is listed, the paycheck will be mailed to the permanent address.
Does the system notify employees that their time sheets are due or that it's pay day?	No. We recommend you set reminders in Outlook for yourself.
<b>I-Browse</b>	
How and what can supervisors override in the system?	Supervisors can change clock-in and out times and absence codes. All changes create an audit trail.
Why would supervisors make adjustments to an employee's time?	In the event that employees cannot clock in or out, supervisors will make manual adjustments.
Can employees see a record of their total hours worked in a day?	Yes, by clicking on the Timecard tab.
Once employees clock in, can they make manual adjustments?	No, only the supervisor can make 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 <a href="#">IT</a> .
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 may manually enter time for employees. If employees persistently fail to clock in or out, it may be considered a performance issue.

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<p>What happens if an employee forgets to submit their electronic time sheets?</p>	<p>It is possible that the employee will have to wait for the following pay period to be paid.</p>
<p>What if the system crashes or the server goes down?</p>	<p>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.</p>
<p><b>Banner / RU Access</b></p>	
<p>Is year-to-date history found on employees' pay stubs?</p>	<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> 
<p>Can supervisors see a clerical union employee's leave bank?</p>	<p>Supervisors do not have access to this information, but will receive e-mail notifications of clerical employee's leave banks on a regular basis.</p>
<p>In RU Access, how many years of history will be available to view?</p>	<p>We started using Banner to create payroll on December 28, 2008. Our "history" begins on that date. As time goes on, we will have access to our own personal records for the previous three years.</p>
<p><b>Pay Practices – Clerical Union Employees</b></p>	
<p>When do clerical union employees earn overtime?</p>	<p>Clerical union employees earn overtime after 35 or 37.5 hours per week based on their regularly scheduled work week.</p>
<p>Can employees or supervisors make changes to the employee's work schedule?</p>	<p>Deviations from the regularly scheduled work day and week may be made in advance on the basis of mutual agreement between the employee and the supervisor. Permanent changes must be approved by the Union-University Committee.</p>

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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. 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. If breaks and meal periods are combined, employees should clock in and out for the full 90 minutes and I-Browse will calculate it as 60 minutes unpaid meal period.
What happens if employees cannot take their meal period?	Clerical employees are paid for the hours they work. If they work through lunch, they will be paid. Employees should first seek supervisory approval. Meal periods and breaks may not be taken during the first or last half hour of the day.
If an employee arrives to work late, can he or she stay late to “make up” the hours?	Supervisors have the authority to pre-approve temporary changes in a clerical union employee’s schedule. Employees arriving late or leaving early are to use annual leave to be paid for that time.
<b>Pay Practices – Administrators</b>	
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.
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.