

## Instructions for Setting Up a Summer Schedule for Exempt Employees

In order for an *exempt* employee to be paid correctly, in accordance with NYS DOL and FLSA requirements, a weekly schedule must be active for the employee's appointment on the specific project. In order to facilitate the summer schedule structure for these exempt project employees, the RF has created a summer schedule enhancement in the timesheet system. This procedure must be done for exempt employees but is optional for non-exempt employees as well.

**Step 1: On the first day of the summer schedule:** Click on the employee's name on the summary page.

Manage Timesheets | Manage Groups | View Accruals | View Reports | RF Homepage | ePAF | Help

Select Period > View Summary Page

### Project Employees Summary Page

Project Sub Year: --  
Project Title: --  
Pay Period: 7/4/2010 - 7/18/2010

By submitting these timesheets, I am certifying the accuracy of the entries.

<input type="checkbox"/>	<input type="checkbox"/>	Name	Status	View/Edit	PRSY/Account	Start-End Date	History
<b>Status:</b> • This employee's appointment ends in less than a month (please see appointment period dates in Timesheet Header Information below). Unless the employee's appointment is extended in the RF PAF system, eligibility for benefits will end on the same date as the employee's termination of employment. If eligible, a separate COBRA notice will be mailed to the employee directly.							
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">BLOSSOM, APPLE</a>	New	<a href="#">View/Edit</a>	99999-00 01 / 5414	7/1/2010 - 12/28/2010	<a href="#">History</a>
	Remaining Hrs:	50.50	Regular Hrs:	9.00	Annual Hrs:	0	Sick Hrs: 0 Uns. Hrs: 0
	Other Hrs:	0	Total Hrs:	9.00	Adj. Remaining Hrs:	41.50	Remaining Enc: \$427.73
<b>Status:</b> • This employee's appointment ends in less than a month (please see appointment period dates in Timesheet Header Information below). Unless the employee's appointment is extended in the RF PAF system, eligibility for benefits will end on the same date as the employee's termination of employment. If eligible, a separate COBRA notice will be mailed to the employee directly.							
<input type="checkbox"/>	<input type="checkbox"/>	<a href="#">CANE, CANDY</a>	New	<a href="#">View/Edit</a>	99999-00 01 / 5414	7/1/2010 - 12/30/2010	<a href="#">History</a>
	Remaining Hrs:	106.00	Regular Hrs:	17.00	Annual Hrs:	0	Sick Hrs: 0 Uns. Hrs: 0
	Other Hrs:	0	Total Hrs:	17.00	Adj. Remaining Hrs:	91.00	Remaining Enc: \$7,260.00

javascript: \_\_doPostBack('ctl00\$MainContentPlaceholder\$rpAppts\$ctl02\$lnkNameApptEdit','') | Internet | 100%

This will bring up the employee's Time and Leave/Schedule page.

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TIMESHEETS

Signed in as CAPTAIN AMERICA | [Log Out](#)  
Role: Principal Investigator | [Change](#)

Manage Timesheets | Manage Groups | View Accruals | View Reports | [RF Homepage](#) | [ePAF](#) | [Help](#)

< Back to: Summary Page

## Time & Leave/Schedule

**Employee Profile**

Name: CANE, CANDY      Emp No: 043337  
 Pay Rate: \$1,100.00      Hours Per Pay Period: 17.00  
 Start Date: 7/1/2010      End Date: 12/30/2010  
 Project: 99999-00.01      Account: 5414

[Manage Work Schedules](#)

**Work Week 1 Schedule**

Day	Hours
Monday:	0.00
Tuesday:	3.00
Wednesday:	5.50
Thursday:	0.00
Friday:	0.00
Saturday:	0.00
Sunday:	0.00

**Work Week 2 Schedule**

Day	Hours
Monday:	3.00
Tuesday:	0.00
Wednesday:	5.50
Thursday:	0.00
Friday:	0.00
Saturday:	0.00
Sunday:	0.00

**Time & Leave Balances as of 05/12/2011**

	Current	Charged	Accrued	Initial
Annual Leave:				
Sick Leave:				
Unscheduled Holiday:				

\* Sick Leave Accrual Maximum is 1120 Hours, subject to existing collective bargaining agreements.

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This screen displays the current work schedule that is active for the appointment.

**Step 2:** Click on '[Manage Work Schedules](#)' to create the summer schedule.

Manage Timesheets | Manage Groups | View Accruals | View Reports | RF Homepage | ePAF | Help

< Back to: Time & Leave/Schedule

### Manage Work Schedule

**Employee Profile**

Name: CANE, CANDY      Emp No: 043337  
 Pay Rate: \$1,100.00      Hours Per Pay Period: 17.00  
 Start Date: 7/1/2010      End Date: 12/30/2010  
 Project: 99999-00 01      Account: 5414

**Current Work Schedule**

Week 1		Week 2	
Day	Hours	Day	Hours
Monday	0.00	Monday	3.00
Tuesday	3.00	Tuesday	0.00
Wednesday	5.50	Wednesday	5.50
Thursday	0.00	Thursday	0.00
Friday	0.00	Friday	0.00
Saturday	0.00	Saturday	0.00
Sunday	0.00	Sunday	0.00
<b>Total</b>	<b>8.50</b>	<b>Total</b>	<b>8.50</b>

  

Week 1 Schedule			Week 2 Schedule		
Day	Regular Hours	Summer Hours	Day	Regular Hours	Summer Hours
Monday	0.00	3.00	Monday	3.00	3.00
Tuesday	3.00	0.00	Tuesday	0.00	0.00
Wednesday	5.50	5.50	Wednesday	5.50	5.50
Thursday	0.00	0.00	Thursday	0.00	0.00
Friday	0.00	0.00	Friday	0.00	0.00
Saturday	0.00	0.00	Saturday	0.00	0.00
Sunday	0.00	0.00	Sunday	0.00	0.00
<b>Total</b>	<b>8.50</b>	<b>8.50</b>	<b>Total</b>	<b>8.50</b>	<b>8.50</b>
<b>Active:</b>	<input checked="" type="radio"/>	<input type="radio"/>	<b>Active:</b>	<input checked="" type="radio"/>	<input type="radio"/>

Save    Cancel

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Done      Internet      80%

**Click the radial button to activate the schedule**

Each week's section has columns for a regular schedule and a summer schedule. *This screen allows either schedule type to be updated.*

**Step 3:** For each week of the 2 week pay period, enter the new schedule in the Summer Hours column and click the 'Active' radial button below it to select the summer schedule for that week.

**Important:** Accurate payment requires that the correct schedule be activated for each week of the payroll. **\*In the beginning and end of the summer season**, as well as for the week of July 4, the pay period may have one week that uses the regular schedule and one week that uses the summer schedule. This new feature can accommodate the schedule variations within a pay period. **The PI/AA must activate the correct schedule for each week by clicking the corresponding radial button *before* entering timesheets for the pay period.**

**Step 4:** Click the 'Save' button to complete the process.

**Step 5:** **\*On the last day of the summer schedule:** Click the radial button at the bottom of the 'Regular Hours' column to de-activate the summer schedule and reinstate the regular schedule for that week of the pay period. If necessary, the PI/AA may edit the schedule before saving in order to reflect any changes to the employee's work schedule.