

Staff Assistance

THANK YOU FOR VOLUNTEERING FOR COMMENCEMENT 2012!

It is due to your commitment that we are all able to celebrate this momentous occasion. Your presence and assistance at the ceremonies truly makes a difference for our students and their families.

Here are some ways we thank you for your service:

- ½ day *flextime* for those the work that work both NYC Ceremonies
- Breakfast at both undergraduate ceremonies and lunch at NYC Ceremonies
- \$10 gift card for Barnes & Noble's for every ceremony you work
- Entry into a \$100 raffle (5 drawn per ceremony) for every ceremony you work; and
- Thank you Brunch with Provost.

INFORMATION ON COMPENSATION FOR ASSISTING AT COMMENCEMENT

If you worked at:

- **Westchester Undergraduate Commencement**

Everyone: Please ***do not*** edit the hours you worked on Friday, May 11, 2012, for Commencement in Kronos. Kronos should reflect your normal work day hours for that day.

Those employees who are eligible for overtime will receive payment for any additional hours worked on Friday beyond the 7.0 hours in their May 31st payroll check. These additional hours will be submitted directly to payroll by University Special Events, and will be paid at applicable overtime rates if hours worked in that week (May 7-11) exceed 35.

Part-Time Employees and Student Workers will have their **total number of hours worked on Friday submitted directly to payroll** by University Special Events, and will be paid at the applicable rate in their May 31st payroll check.

- **BOTH the NY Undergraduate AND Graduate-level Commencements**

All are entitled to take one-half flex day (with supervisor's approval) during the week of May 21st – May 25th.

Those employees who are eligible for overtime will also receive payment for any additional hours worked beyond the 7.0 hours on Wednesday in their June 15th payroll check. These additional hours will be submitted directly to payroll by University Special Events, and will be paid at applicable overtime rates in their June 15th payroll check if hours worked in that week (May 14-18) exceed 35.

Part-Time Employees and Student Workers will have their **total number of hours worked on Wednesday submitted directly to payroll** by University Special Events, and will be paid at the applicable rate in their June 15th payroll check.

- **ONE OF THE New York Undergraduate OR Graduate-level Commencements**

You are **not** entitled to one-half flex day if you are working only one ceremony.

Those employees who are eligible for overtime will also receive payment for any additional hours worked beyond the 7.0 hours on Wednesday in their June 15th payroll check. These additional hours will be submitted directly to payroll by University Special Events, and will be paid at applicable overtime rates in their June 15th payroll check if hours worked in that week (May 14-18) exceed 35.

Part-Time Employees and Student Workers will have their total number of hours worked on Wednesday submitted directly to Payroll by University Special Events, and will be paid at the applicable rate in their June 15th payroll check.

Source URL: <http://www.pace.edu/commencement/staff-assistance>