

Compensation For Assisting at Commencement 2013

THANK YOU FOR VOLUNTEERING FOR COMMENCEMENT 2013!

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 and/or lunch will be provided depending on which ceremony you assist.
- \$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 17, 2013, for Commencement in Kronos. Kronos should reflect your normal work day hours for that day.

Part-Time Employees and Student Workers should **NOT** enter hours worked at the ceremony into Kronos. They will have their **total number of hours worked on Fridays submitted directly to payroll** by University Special Events, and will be paid at the applicable rate in their June 15th payroll check.

Those employees who are eligible for overtime will receive payment for any additional hours worked on Friday beyond the usual 35 hour work hours 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 if hours worked in that pay week (May 12-18) exceed 35.

- **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 20th – May 24th.

Everyone: Please ***do not*** edit the hours you worked on Wednesday, May 15, 2013, for Commencement in Kronos. Kronos should reflect your normal work day hours for that day.

Part-Time Employees and Student Workers should **NOT** enter hours worked at the ceremonies into Kronos. They will have their **total number of hours worked on Fridays submitted directly to payroll** by University Special Events, and will be paid at the applicable rate in their June 15th payroll check.

Those employees who are eligible for overtime will also receive payment for any additional hours worked beyond the usual 35 hour work week 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, again if hours worked in that week (May 12-18) exceed 35.

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

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

Everyone: Please **do not** edit the hours you worked on Wednesday, May 15, 2013, for Commencement in Kronos. Kronos should reflect your normal work day hours for that day.

Part-Time Employees and Student Workers should **NOT** enter hours worked at the ceremony into Kronos. They will have their **total number of hours worked on Fridaysubmitted directly to payroll** by University Special Events, and will be paid at the applicable rate in their June 15th payroll check.

Those employees who are eligible for overtime will also receive payment for any additional hours worked beyond the usual 35 hour work week 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, again if hours worked in that week (May 12-18) exceed 35.

Source URL: <http://www.pace.edu/commencement/compensation-assisting-commencement-2013>