

From: HRWORKS <HRWORKS@pace.edu>

Sent: Thursday, November 2, 2023 10:46 AM

To: HRWORKS <HRWORKS@pace.edu>

Subject: New Timesheet Compliance Requirement (Non-Exempt Staff)

Dear Colleagues,

In follow up to the message received on **November 1, 2023**, as a full-time non-exempt employee, you will be required to record your start and end time each day effective January 1, 2024. This will also include recording your lunch periods to support the state meal break and meal penalty requirements.

You are responsible for recording your time and will have the ability to do so from your computer or the UKG Ready mobile app. The process of reviewing and approving time each pay period will remain the same as it is today in Kronos. Your manager will continue to be required to review and approve your submitted timesheet.

Additional reminders and information about training will follow in the coming months. Please direct any questions to HRWorks@pace.edu.

Sincerely,

HR Works Project Team