Gevirtz Graduate School of Education
Kronos Approval Calendar
Spring 2024

Timecard approvals should be in place <u>as early as possible on dates listed below</u> to allow for timely review and processing.

Biweekly (BW) Employees*

(e.g. students with student assistant positions and no concurrent academic positions, report hourly)

Pay Period	Employee Approval	Manager Approval	Pay Day
3/31 - 4/13/2024	Friday, 4/12	Monday, 4/15	Wednesday, 4/24
4/14 - 4/27/2024	Friday, 4/26	Monday, 4/29	Wednesday, 5/8
4/28 - 5/11/2024	Friday, 5/10	Monday, 5/13	Wednesday, 5/22
5/12 - 5/25/2024	** Thursday, 5/23	** Friday, 5/24	Wednesday, 6/5
5/26 - 6/8/2024	Friday, 6/7	Monday, 6/10	Wednesday, 6/19
6/9 - 6/22/2024	Friday, 6/21	Monday, 6/24	Wednesday, 7/3
6/23 - 7/6/2024	Friday, 7/5	Monday, 7/8	Wednesday, 7/17
7/7 - 7/20/2024	Friday, 7/19	Monday, 7/22	Wednesday, 7/31
7/21 - 8/3/2024	Friday, 8/2	Monday, 8/5	Wednesday, 8/14

Monthly (MO) Employees - Positive Time Reporting*

(e.g. students with student assistant appointments concurrent with an academic position, report hourly)

Pay Period	Employee Approval	Manager Approval	Pay Day
3/11 - 4/10/2024	Wednesday, 4/10	Thursday, 4/11	Wednesday, 5/1
4/11 - 5/10/2024	Friday, 5/10	Monday, 5/13	Friday, 5/31
5/11 - 6/10/2024	Monday, 6/10	Tuesday, 6/11	Monday, 7/1
6/11 - 7/10/2024	Wednesday, 7/10	Thursday, 7/11	Thursday, 8/1

Monthly (MO) Employees - Exception Time Reporting*

(e.g. positions that do not report hourly but require a timecard)

Pay Period	Employee Approval	Manager Approval	Pay Day
4/1 - 4/30/2024	Tuesday, 4/30	Wednesday, 5/1	Wednesday, 5/1
5/1 - 5/31/2024	Friday, 5/31	Monday, 6/3	Friday, 5/31
6/1 - 6/30/2024	Monday, 7/1	Tuesday, 7/2	Monday, 7/1
7/1 - 7/31/2024	Wednesday, 7/31	Thursday, 8/1	Thursday, 8/1
8/1 - 8/31/2024	Monday, 9/2	Tuesday, 9/3	Friday, 8/30

Questions regarding employee-type for specific individuals?
Please contact our timekeeping team by email at education-ucpath@ucsb.edu

**Please note that due to campus holidays or system impacts, approval dates are earlier/later than usual.

Student Employee Timecards

Biweekly (BW) Employees (e.g. students with student assistant positions or academic position that reports hourly (i.e. Reader or Tutor)

- Can be Undergrad or Graduate Student
- Can add hours worked or sick time (if appropriate) to the timecard to the nearest ¼ of an hour

		Date	Pay Code	Amount	In	Transfer
+	×	Sun 10/15				
+	×	Mon 10/16	Hours Worked	1.50		

- Will use transfer column to select appropriate account for job if they have multiple jobs

		Date	Pay Code	Amount	In	Transfer
+	×	Sun 10/15				
+	×	Mon 10/16	Hours Worked	1.50		GSED/0/0/0/GGSE11140/19.00/40070446
+	×	Tue 10/17	Hours Worked	0.75		GSED/0/0/0/GGSE11140/19.00/40070446

- Can earn sick and holiday hours per working hours

Monthly (MO) Employees - Positive Time Reporting (e.g. students with student assistant appointments concurrent with an academic position, report hourly)

- Graduate Students only, mid-month to mid-month timecard for student assistant with ASE/GSR position
- Add hours worked to the timecard to the nearest ¼ of an hour using the transfer column to select the appropriate account for student assistant job

		Date	Pay Code	Amount	In	Transfer
+	×	Wed 10/11				
+	×	Thu 10/12				
+	×	Fri 10/13	Hours Worked	2.25		GSER/3/0/0/UCSB00054/28.00/40028341
+	×	Sat 10/14				
+	×	Sun 10/15				
+	×	Mon 10/16	GSR Paid Time Off	1.00		GSED/2/0/0/UCSB000013/1458.90/41019261

- Employee's approval is for all jobs (student assistant and GSR/ASE) indicating that they worked during the pay period
- GSR/ASE report any leave taken on the timecard as "1" for each day of leave taken

Monthly (MO) Employees - Exception Time Reporting (e.g. salaried positions that do not report hourly but require a timecard)

- Graduate students only, monthly timecards for ASEs or GSRs
- ASE/GSR submit request for leave to Supervisor for approval by Dept. Chair
  - GSR/ASE report any leave taken (paid or unpaid) taken as "1" for each day of leave taken
- GSRs submit request to use PTO to Supervisor
  - GSR reports PTO taken as "1" for each day of PTO used
- Employee and Supervisor approve timecard on monthly basis indicating that employee worked

		Date	Pay Code	Amount	In	Transfer	Out	In
+	×	Sun 10/29						
+	×	Mon 10/30						
+	×	Tue 10/31						

Totals   Accruals   Audits   Historical Corrections

Signoff and Approval ▼   All ▼

Action Taken	Effective Date	Start Time	Amount	Reason	Comment	Note	User	Date	Tim
Timecard Approve...	10/10/2023						drivera	10/08/2023	10:18PM