EMPLOYEE TIMECARDS

Do you find the Kronos timecard challenging to navigate?! It is! Thus, we have developed a few key tools and strategies to help you ensure your students and other employees get paid on time.

Who is Required to Complete a Timecard?
Any employee who is not exempt[1] must complete a timecard. These employees are required to document their work on an hourly basis. For example, a Student Assistant[2] is an hourly employee.

Why do I Need to Approve the Timecard by a Deadline?
1. Your employee will not get paid on time if your employee does not complete and submit their timecard by the deadline.
2. Your employee will also not get paid on time if you fail to approve the timecard after your employee signs their timecard *and* by your approval deadline.

Thus, it is crucial that you implement effective and efficient time card approval strategies.

When are Timecards Completed?
Timecards are to be completed by the end of the pay period and approved biweekly or monthly[3] via Kronos.

How do I know How Often my Employee Timecards are Required to be Completed?
1. For Student Assistant positions, you will have completed an Employment Request form, found on the Faculty Resources Page: https://education.ucsb.edu/faculty-resources
2. Once processed, you will receive an Employment Request Approval/Processed email (from Tracey). This email contains an important attachment: the Employee Request form you completed along with the following key answers to this question: 1st Pay Period, Pay Period, Time Card Required, etc. Please download, review, and save these for each employee and encourage your employee to do so as well.
3. Note that pay cycles can change if the student obtains additional employment.

Where do I Approve the Time Card?
You must log on to Kronos to approve the timecard. The link is posted on the Faculty Resources Page. It can also be accessed at: https://timekeeping.ucsb.edu/

When are these Deadlines?
We have created a handy GGSE Kronos Deadlines Calendar so you can add the Kronos Approval Calendar automatically to your Google calendar. Instructions:
1. Go to the Faculty Resources Web Page.
2. Click on the link at the bottom of the "Employment" section.

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[1] Exempt positions require that employees customarily and regularly exercise independent judgment and discretion more than 50% of the time. These positions are exempt from minimum wage and overtime provisions. They are paid an established monthly or annual salary and are expected to fulfill the duties of their positions regardless of the hours worked. Exempt employees may or may not be required to complete time cards. GSR and TA positions are exempt positions.

[2] See Student Assistant Guidelines on the Faculty Resources Webpage at:
https://education.ucsb.edu/sites/default/files/faculty_resources/SA-guidelines%20%281%29.pdf

[3] Each employee is *either* on a biweekly *or* a monthly pay schedule. The decision for a particular employee to be biweekly or monthly is individual. Variables typically include whether the employee has a combination of academic (GSR or TA) and non-academic (Student Assistant) appointments.

3. Follow instructions to add the calendar.
4. Make sure the calendar is enabled (checked).
5. Click on the three dots in a vertical line to the right of the calendar name to update your calendar settings. Here you can add Event Notifications to remind you when you need to approve your employee timecards.

If you want to know all the dates for employees and managers on biweekly and monthly schedules, you will find the details on the Faculty Resources Page: https://education.ucsb.edu/faculty-resources

Can I Approve the Time Card before my Employee?

No. If you approve the timecard before your employee, you will have to go back into Kronos, remove your approval, wait for your employee to approve their timecard, and then return to Kronos to approve the timecard again.

I do not want to use the GGSE Kronos Deadlines Calendar, any advice?

- An alternative strategy is to require your employee to manage the deadlines by notifying you after they complete their timecard. Once you receive their notification you can immediately approve their timecard.
- Please do not ask staff to remind you about your timecards, they do not have the capacity to track each manager's evolving employment situation. Blanket reminders may cause confusion due to the biweekly/monthly differences between employees.

What Happens if I forget to Approve the Timecard?

If you forget to approve your employee's timecard, your employee will not get paid on time. In addition, the staff will need to spend a great deal of time interfacing with Kronos and UCPath to rectify the situation. Your employee will get paid late and the staff will lose valuable time they could be spending on your grants, recaps, hiring, or reimbursements. In addition, you will need to work with the Employment Analyst (Tracey) so a late payment can be processed.

What are Important Considerations for Shared Employees?

A shared employee is one who has two jobs with different supervisors yet will only have one timecard.

1. Pay close attention to these time cards. Your employee has to toggle between jobs to accurately report hours for each job. It is common for a student to confuse their two positions. Make sure the hours they worked were for your position and not the other position. Let your employee know if they made a mistake so they can correct it.
2. Remember that each supervisor needs to approve a timecard before it is finalized. If another department signs off on your employee's timecard prior to your approval, the system will lock you out. Get in touch with Tracey (or ETSC) to fix this problem before the deadline.

I am Having a Hard time with Kronos…Where do I go for Help?!

Please get help right away as it is critical to obtain help before your approval deadline in order to avoid significant delays in pay and the work associated with rectifying the situation.

- Kronos has a faculty manager cheat sheet that explains how to review and approve your timecards: https://timekeeping.ucsb.edu/sites/default/files/faculty_manager_0.pdf
- If you prefer personal instruction, our Employment Analyst (Tracey Velasquez) would be happy to provide training for you to learn how to successfully approve your employee timecards. She can be reached by email (tracey@education.ucsb.edu) or by X3338.

- If Tracey is unavailable to answer your question you can submit an online ticket for help. Go to https://timekeeping.ucsb.edu/ and on the right side of the webpage there is a Quick Links section. The first link is "Submit a Ticket to the ETSC." Complete this form for assistance. Or call X5000.

I would Rather not deal with Timecards, what can I do?

Timecards are required for non-exempt employees per California State Labor Laws and Regulations. Timecards are required for any employee who must report hours or leave (sick/vacation).

You may want to consider investing your time in gifts, contracts, or grants that support GSRs.