#### Gevirtz Graduate School of Education

# Kronos Approval Calendar Winter 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	<b>Employee Approval</b>	<b>Manager Approval</b>	Pay Day
12/24 - 1/6/2024	Friday, 1/5	Monday, 1/8	Wednesday, 1/17
1/7 - 1/20/2024	Friday, 1/19	Monday, 1/22	Wednesday, 1/31
1/21 - 2/3/2024	Friday, 2/2	Monday, 2/5	Wednesday, 2/14
2/4 - 2/17/2024	** Thursday, 2/15	** Friday, 2/16	Wednesday, 2/28
2/18 - 3/2/2024	Friday, 3/1	Monday, 3/4	Wednesday, 3/13
3/3 - 3/16/2024	Friday, 3/15	Monday, 3/18	Wednesday, 3/27
3/17 - 3/30/2024	** Wednesday, 3/27	** Thursday, 3/28	Wednesday, 4/10
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

#### Monthly (MO) Employees - Positive Time Reporting\*

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

Pay Period	<b>Employee Approval</b>	<b>Manager Approval</b>	Pay Day
12/11 - 1/10/2024	Wednesday, 1/10	Thursday, 1/11	Thursday, 2/1
1/11 - 2/10/2024	Monday, 2/12	Tuesday, 2/13	Friday, 3/1
2/11 - 3/10/2024	Monday, 3/11	Tuesday, 3/12	Monday, 4/1
3/11 - 4/10/2024	Wednesday, 4/10	Thursday, 4/11	Wednesday, 5/1

## Monthly (MO) Employees - Exception Time Reporting\*

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

Pay Period	<b>Employee Approval</b>	<b>Manager Approval</b>	Pay Day
1/1 - 1/31/2024	Wednesday, 1/31	Thursday, 2/1	Thursday, 2/1
2/1 - 2/29/2024	Thursday, 2/29	Friday, 3/1	Friday, 3/1
3/1 - 3/31/2024	Monday, 4/1	Tuesday, 4/2	Monday, 4/1
4/1 - 4/30/2024	Tuesday, 4/30	Wednesday, 5/1	Wednesday, 5/1

<sup>\*</sup>Questions regarding employee-type for specific individuals?

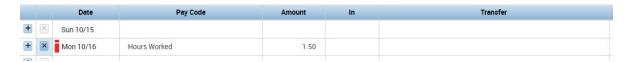
Please contact our timekeeping team by email at education-ucpath@ucsb.edu

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

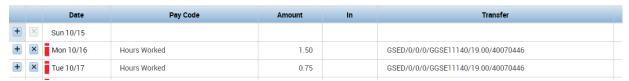
#### **Student Employee Timecards**

**<u>Biweekly (BW) Employees</u>** (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



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



Can earn sick and holiday hours per working hours

<u>Monthly (MO) Employees - Positive Time Reporting</u> (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
	×	Wed 10/11  Thu 10/12  Fri 10/13  Sat 10/14  Sun 10/15	Wed 10/11	Wed 10/11         ★ Thu 10/12         ★ Fri 10/13       Hours Worked         ★ Sat 10/14         ★ Sun 10/15	Wed 10/11         Image: Control of the control

- 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
  - o 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
  - o GSR reports PTO taken as "1" for each day of PTO used
- Employee and Supervisor approve timecard on monthly basis indicating that employee worked

