Gevirtz Graduate School of Education

Kronos Approval Calendar Spring 2025

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
3/30 - 4/12/2025	Friday, 4/11	Monday, 4/14	Wednesday, 4/23
4/13 - 4/26/2025	Friday, 4/25	Monday, 4/28	Wednesday, 5/7
4/27 - 5/10/2025	** Tuesday, 5/6	** Wednesday, 5/7	Wednesday, 5/21
5/11 - 5/24/2025	** Thursday, 5/22	** Friday, 5/23	Wednesday, 6/4
5/25 - 6/7/2025	Friday, 6/6	Monday, 6/9	Wednesday, 6/18
6/8 - 6/21/2025	Friday, 6/20	Monday, 6/23	Wednesday, 7/2
6/22 - 7/5/2025	** Wednesday, 7/2	** Thursday, 7/3	Wednesday, 7/16
7/6 - 7/19/2025	Friday, 7/18	Monday, 7/21	Wednesday, 7/30
7/20 - 8/2/2025	Friday, 8/1	Monday, 8/4	Wednesday, 8/13

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 - 4/10/2025	Thursday, 4/10	Friday, 4/11	Thursday, 5/1
4/11 - 5/10/2025	** Tuesday, 5/6	** Wednesday, 5/7	Friday, 5/30
5/11 - 6/10/2025	Tuesday, 6/10	Wednesday, 6/11	Tuesday, 7/1
6/11 - 7/10/2025	Thursday, 7/10	Friday, 7/11	Friday, 8/1

Monthly (MO) Employees - Exception Time Reporting*

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

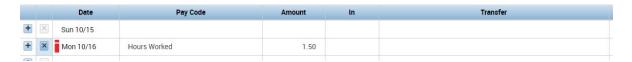
Pay Period	Employee Approval	Manager Approval	Pay Day
4/1 - 4/30/2025	Wednesday, 4/30	Thursday, 5/1	Thursday, 5/1
5/1 - 5/31/2025	Monday, 6/2	Tuesday, 6/3	Friday, 5/30
6/1 - 6/30/2025	Monday, 6/30	Tuesday, 7/1	Tuesday, 7/1
7/1 - 7/31/2025	Thursday, 7/31	Friday, 8/1	Friday, 8/1
8/1 - 8/31/2025	Tuesday, 9/2	Wednesday, 9/3	Monday, 9/1

^{*}Questions regarding employee-type for specific individuals?

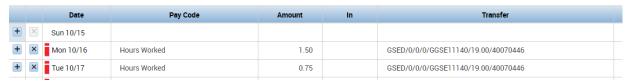
Student Employee Timecards

<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

