

Gevirtz Graduate School of Education  
**Kronos Approval Calendar**  
**Fall 2023**

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

**Biweekly (BW) Employees\***

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

<b>Pay Period</b>	<b>Employee Approval</b>	<b>Manager Approval</b>	<b>Pay Day</b>
9/17 - 9/30/2023	Friday, 9/29	Monday, 10/2	Wednesday, 10/11
10/1 - 10/14/2023	Friday, 10/13	Monday, 10/16	Wednesday, 10/25
10/15 - 10/28/2023	Friday, 10/27	Monday, 10/30	Wednesday, 11/8
10/29 - 11/11/2023	** Thursday, 11/9	Monday, 11/13	Wednesday, 11/22
11/12 - 11/25/2023	** Tuesday, 11/21	** Wednesday, 11/22	Wednesday, 12/6
11/26 - 12/9/2023	Friday, 12/8	Monday, 12/11	Wednesday, 12/20
12/10 - 12/23/2023	** Thursday, 12/21	** Friday, 12/22	Wednesday, 1/3
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

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

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

<b>Pay Period</b>	<b>Employee Approval</b>	<b>Manager Approval</b>	<b>Pay Day</b>
9/11 - 10/10/2023	Tuesday, 10/10	Wednesday, 10/11	Wednesday, 11/1
10/11 - 11/10/2023	Friday, 11/10	Monday, 11/13	Friday, 12/1
11/11 - 12/10/2023	Monday, 12/11	Tuesday, 12/12	Monday, 1/1
12/11 - 1/10/2024	Wednesday, 1/10	Thursday, 1/11	Thursday, 2/1

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

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

<b>Pay Period</b>	<b>Employee Approval</b>	<b>Manager Approval</b>	<b>Pay Day</b>
9/1 - 9/30/2023	Monday, 10/2	Tuesday, 10/3	Friday, 9/29
10/1 - 10/31/2023	Tuesday, 10/31	Wednesday, 11/1	Wednesday, 11/1
11/1 - 11/30/2023	Thursday, 11/30	Friday, 12/1	Friday, 12/1
12/1 - 12/31/2023	<b>Tuesday, 1/2</b>	Wednesday, 1/3	Monday, 1/1

*\*Questions regarding employee-type for specific individuals?*

*Please contact our timekeeping team by email at [education-ucpath@ucsb.edu](mailto: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
+ X	Sun 10/15				
+ X	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
+ X	Sun 10/15				
+ X	Mon 10/16	Hours Worked	1.50		GSED/0/0/0/GGSE11140/19.00/40070446
+ X	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
+ X	Wed 10/11				
+ X	Thu 10/12				
+ X	Fri 10/13	Hours Worked	2.25		GSER/3/0/0/UCSB00054/28.00/40028341
+ X	Sat 10/14				
+ X	Sun 10/15				
+ X	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
+ X	Sun 10/29						
+ X	Mon 10/30						
+ X	Tue 10/31						

  

Totals		Accruals	Audits	Historical Corrections					
Signoff and Approval		All							
Action Taken	Effective Date	Start Time	Amount	Reason	Comment	Note	User	Date	Time
Timecard Approva...	10/10/2023						driversa	10/08/2023	10:18PM