Electronic Timekeeping Basics
For Timekeepers and Payroll Managers

Kronos v8

June 2017
Updated 16 June 2017
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Introduction

Welcome to Kronos 8.0, the official electronic timekeeping system for UC Santa Barbara, which uses networked time clocks and computer terminals. The best part about Kronos 8.0 is that it is JAVA free!

The Kronos system offers basic scheduling, time reporting, exceptions reporting, and absence tracking online. This training guide is to help departmental timekeepers and payroll managers accomplish timekeeping tasks.

UCSB tracks hours worked and leave taken via the campus’ electronic timekeeping system for employees required to keep a timecard. For questions regarding pay policies, please reference the appropriate personnel policy or collective bargaining agreement online.

The Enterprise Technology Service Center (ETSC) provides electronic timekeeping support. If you have questions or need assistance with Kronos, please visit etsc.ucsb.edu to open a ticket or use the Service Desk Chat feature. You can also call the ETSC Help Desk at (805) 893-5000. Please reference https://timekeeping.ucsb.edu/content/support for detailed instructions.

Log On Information and Navigation

Important Information:

- Kronos 8.0 is JAVA free, which means you can use any type of computer (MAC or Windows PC), and any up-to-date browser (Internet Explorer, Google Chrome, Mozilla FireFox) to log on. For best performance, we recommend using Google Chrome.

- Kronos 8.0 now uses the Campus Authentication Service (CAS), an enterprise Single Sign-On solution for web services. Single Sign-On is a session/user authentication process that allows a user to provide his or her credentials (UCSBNetID and password) once in order to access all applications to which they authorized. If you already logged into a UCSB SSO application, it allows you direct access to the Kronos application without authenticating again.

- UCSB’s Electronic Timekeeping Portal:  https://timekeeping.ucsb.edu/
Log On Instructions:

Step 1. Click on link provided above under “Timekeeping Log on.”

Step 2. If you have not already logged into a UCSB SSO application, the UC Santa Barbara authentication screen will require you to enter your UCSBnetID and password.

Step 3. After logging into a UCSB SSO application, you will have direct access into Kronos without being required to enter your UCSBnetID and password. This log on feature is called “single sign on” or SSO. It will open Kronos automatically to your default home screen.
Key Areas of your Default Homepage:

- The middle of the screen is your primary “workspace”.
- The upper left corner identifies the employee signed on next to the UCSB logo.
- The top center section of the screen alerts you to missed punch timecard exceptions or time off requests (TORs). Clicking on these alert notifications takes you directly to the events needing attention.
- The upper right corner is your “carousel” which allows you to change your workspace from “Manage My Department” to “My Information” to access your personal timecard.
- Along the right hand side of the screen are your “Related Items” which allows you to navigate to other related areas in Kronos.

Navigation Icons:

- **Select All Rows** allows you to select all employees shown in a Genie with one click. This is helpful if you want to perform an action on an entire group, navigate to timecards or people editor for review, or run a report for the group.
- **Column Selection** allows you to remove columns displayed on a Genie temporarily. This is useful if exporting information to Excel to eliminate unwanted data.
- **Filter** allows you to specify criteria to return a subset of data displayed in a Genie. Columns that allow filtering will have an input box displayed where you can enter criteria.
- **People** will allow you to access People Editor if employee configuration needs updating.
- **Timekeeping** allows you to add or delete pay codes for employee(s) selected. We recommended that you perform pay code edits directly on the timecard rather than using this feature.

- **Accruals** allows Payroll Managers to update accrual balances if a calculation was in error. Kronos may not calculate the first accrual grant for a new hire or a level change that occurs in middle of a pay period. Departments should regularly review accrual grants for accuracy.

- **Approval** allows access to approve options or sign off options if you are a Payroll Manager.

- **Refresh** updates the data displayed on the page.

- **Share** allows you to print or export data.

- **Go To** allows access to additional information for the employees selected such as:
  - Timecards
  - People Editor
  - Schedules
  - Audits
  - Reports
  - Rules Analysis
  - Review Missed Punches
  - Manage Time Off Requests

**Additional Navigation Options:**

- Maximize and minimize Genies using the box icon in the upper right corner to view more data.

- The gear icon allows you to “pop-out” the workspace to view lists that contain more data than can be viewed without expanding. If a gear icon is greyed out, the option to “pop-out” is not available for the existing configuration. Employee workspace utilizes this feature.

**Log Off Instructions:**

When you are ready to log off Kronos, simply click on “Sign Out” below your name in the upper left hand corner of the screen.
If you access Kronos from a shared computer, make sure to exit the application and the browser to clear your credentials so that other users can access the application due to Single Sign-On (SSO). If you click “Close”, the window will close but the browser session is still active. Instructions for properly exiting your browser are located on the timekeeping portal website: https://timekeeping.ucsb.edu/content/kronos-v8sso-logout-instructions

**Genie Basics**

**Purpose of a Genie:**
A Genie is your starting point for viewing information in Kronos. Genies display employee information in a summarized, easy to read format. The “Pay Period Close Detail” is your default Genie upon log on. Additional Genies appear as selections on the right side of the screen in your Related Items.

By using a Genie, you can perform the following functions:

- Locate employees and access their timecards.
- Select specific employees and generate reports.
- Review summarized information “at-a-glance” for analysis of data.
- Perform group edits.

When you use a Genie, you can filter the data that appears so that it answers the following questions:

- **Who** – Which employee or group of employees.
- **When** – Which time period or pay period.
- **What** – What information.

**How to use “QuickFind” Genie:**

**Step 1.** From the list of Genies in the Related Items area, click on “QuickFind” to Open.
Step 2. Use the search box on the left to find your employees (“who”).

- To find all the employees you have access to type: *
- To find last name of the employee with the last name type:  last name*
- To find first name of the employee with the first name type:  *, (space) first name*
- To find first name of the employee with only the first initial type:  *, (space) first initial*

Step 3. Use the box on the right side of the workspace to select the time period (“when”). You can choose a predefined period from the drop down list or use the calendar icon to select a specific date or date range.

Step 4. Once the “who” and “when” have been selected, click on the search button (magnifying glass) to obtain search results.

How to use the other Genies (not QuickFind):

Step 1. Choose a Genie from the list of Genie widgets in the Related Items area.

Step 2. Specify the time period (“when”) from the predefined list or by using the calendar icon to select a specific date or date range.

Step 3. In the box to the right of the time period, select your employees (“who”) using a hyperfind query.
Step 4. After selecting the time period and hyperfind query, the workspace will populate with your employees matching the criteria specified.

*The following widgets are available in Related Items.*

Sorting and Grouping Genies:

All Genies have a default sort defined. A sorted column with an ascending arrow indicates the Name column above.

If you hover over column headings, a down arrow indicator appears. Click on the down arrow to access the “sort” and “group by” options. Sort only one column at a time.

*Group By* allows you to filter results for multiple columns. As you start grouping columns, a list of the grouped columns is generated. If you determine the grouping order should be different, you can drag the categories into the desired order. Columns can be eliminated from the group by
clicking the “X” next to the column name. You can also expand and collapse all groups from the icon in the list.

People Basics

People Editor:

**People Editor** provides access to employee configuration in Kronos. This includes general employee data as well as configuration governing functionality such as access, pay and accrual rules, and labor information. Much of this information is automatically configured for new electronic timekeeping users. Department Timekeepers and Payroll Managers are responsible for manual configuration updates and changes. People Editor is accessed from any Genie through the Go To icon.

Employee Import:

The **Employee Import** process is how Kronos populates employee data. This import of data from PPS and the Timekeeping Manager Assignment Application (TMAA) into Kronos occurs each day at 6:00 a.m.

Kronos automatically defaults much of a new employee’s configuration in People Editor. Departments must manually update configurations that could not import. Employee configuration is one of the important responsibilities of Kronos Timekeepers and Payroll Managers.

Labor Levels and Employee Groups:

Kronos uses up to seven labor levels to categorize hours worked and leave taken. At UCSB, these labor levels are defined as follows:

1. **Account**: 6-digit account value from employee’s PPS distribution.
2. **Fund**: 5-digit fund value from employee’s PPS distribution.
3. **Project Code**: Optional department defined value from employee’s PPS distribution.
4. **Cost Center**: Optional department defined value from employee’s PPS distribution.
5. **Access Control Number (ACN)**: Kronos value representing the supervisory position to which the employee reports.
6. **Special Function**: Reserved for system use.
7. **DistNum**: 2-digit value from employee’s PPS distribution.

A labor account is a combination of these seven labor levels. If an employee has more than one active PPS distribution, they will have a Primary Labor Account designated based on the following sequence of evaluations:

- Distribution with highest percentage.
- Distribution with most recent (latest) begin date.
- Distribution with highest pay rate.
- Highest distribution number.

Employee groups determine which employee timecards a manager or supervisor can access based on defined filters of the labor level data. The main filter is the Access Control Number (ACN).

**Timekeeping Manager Assignment Application (TMAA)**

The **Timekeeping Manager Assignment Application** (TMAA) is used to enable a manager’s ability to see their employees’ timecards in Kronos by assigning an **Access Control Number (ACN)** to an employee’s appointment or distribution.

**Using the Timekeeping Manager Assignment Application when:**

- An employee hires or transfers in to your department.
- An employee’s distribution number changes.
- An employee’s manager changes.

If an employee transfers from another department or another manager, the employee will continue to be assigned to the old ACN from the previous manager, until assigned a new one.

**Configuring Employees in TMAA:**

To access the Timekeeping Manager Assignment Application, go to [tma.ets.ucsb.edu](http://tma.ets.ucsb.edu) or access it from the Quick Links section of the Timekeeping Portal at [https://timekeeping.ucsb.edu](https://timekeeping.ucsb.edu).

Login in to the application using your UCSBNetID and password.
Once you have logged into the application you have a few different options to configure employees under the manager ACN.


### New Hire Setup – Employee Role

**People Editor** - When hiring a new employee in your department, it is important to verify and, if needed, update the **People Record** in Kronos. This procedure should occur at least one day after the PPS and **Timekeeping Manager Assignment Application (TMAA)** entry of a new employee.

Using the QuickFind Genie, search for the employee and highlight to select. Click the Go To icon and select People Editor. Step through the following configuration elements to validate and update if needed. Click Save if any configuration is changed.

**Step 1.** **Person** tab > **Accruals & Leave**: Review accrual profile assigned by the import. An update may be required if the employee is an academic employee or part-time exempt. If an update is needed:
   a. On an empty line in Accrual Profile, select the desired accrual profile from the drop down list.
   b. Select a start date.
   c. Select ‘Forever’ at the bottom of the calendar for the end date.
   d. If the employee is part-time exempt, indicate the percentage and effective date in the full-time equivalency area.

**Step 2.** **Person** tab > **Contacts**: Enter employee’s email address.

**Step 3.** **Job Assignment** tab > **Primary Account**:
   a. Review the Primary Labor Account to ensure the Access Control Number for the supervisor position populates.
   b. Update the **Reports To** field by typing in the manager’s last name. Only employees configured as managers in Kronos will show in the list.

**Step 4.** **Job Assignment** tab > **Timekeeper**: Review the pay rule assigned by the import. A change may be needed to include specific lunch deductions, unique schedules such as 4/10 or 9/80, part-time hourly appointments, or initial assignment if the import specified ‘New Hire’ as a default. If an update is needed:
   a. On an empty line in Pay Rule table, select desired pay rule from the drop down list.
   b. Select Effective Date. Badge numbers are configured within this category for employees using time clocks.
Step 5. **Job Assignment** tab > **Access Profiles**: Review the Function Access Profile assigned by the import. An update may be required for an hourly employee if the department restricts their time entry to time clocks.

a. UCSB Employee-leave entry: exempt employees who only enter leave taken.
b. UCSB Employee-leave entry + hrs worked: hourly employees who enter hours worked and leave taken.
c. UCSB Employee-punch in and out + no leave entry: hourly employees restricted to clocking in and out at a time clock.

Step 6. **Job Assignment** tab > **Employee Role**: Review the Pay Codes “Edit” Profile assigned by the import, which determines the pay codes an employee can enter on their timecard. A change may be needed if the employee is academic or on ERIT.

Step 7. Click Save to complete any changes.

**New Hire Setup – Manager Role**

In addition to the basic configuration for employees outlined above, the following configuration is needed for employees that are designated as Kronos managers and or that approve timecards.

Step 1. Click on the **Licenses** icon at the top of the People Editor screen. Select the “Workforce Manager” license and click close.

Step 2. **Job Assignment** tab > **Access Profiles**:  
   a. Update the Function Access Profile to one of the following options:  
      i. UCSB Manager  
      ii. UCSB Manager who is Exempt  
   b. Update the Display Profile to one of the following options:
i. UCSB Manager (for most managers/supervisors)
ii. UCSB Manager – No Timecard (for managers/supervisors who are not required to keep a timecard, such as faculty)

Step 3. Job Assignment tab > Manager Role – General:
   a. Update the Employee Group by selecting the option that matches the employee’s position.
   b. Update the Pay Codes “Edit” profile selecting Manager.
   c. Update the Report Profile selecting Manager or Faculty Manager.

Ongoing Configuration Maintenance

Unlocking an Account:
A Kronos account locks after three unsuccessful logon attempts and will need to be unlocked. This is done from People Editor on the Go To menu.

- **Person** tab > **User Information**: Uncheck “Account locked” and click Save

Separating Employees:
When separating an employee follow the steps listed below:
- Ensure the employee is separated in PPS.
- If the employee is a manager, change their employee group to ‘Empty Profile’ in People Record > Job Assignment tab > Manager Role – General. Save this change before continuing.
- Remove all Kronos licenses in People Record > Licenses icon and save.

Sharing Employees

Sharing employees refers to employing individuals who also work in other departments. Their employee type (fixed, variable or mixed appointment) in PPS determines how to manage them in Kronos.
Fixed Appointment Employees (exempt and career non-exempt employees):

- Effortless for timekeeping staff to share across campus. This is due to automated allocation of reported timecard hours based on PPS percentages and funding sources.
- Requires the employee to own the responsibility of reporting all leave time taken, regardless of which department “paid” for the time.

Variable Appointment Employees (student and limited employees):

- Requires effort by the timekeeping staff to train the employee to always select the job for which they are reporting time.
- Requires the employee to own the responsibility of allocating all reported work periods to an available job selection.

Mixed Fixed and Variable Appointments:

- Same as Variable Appointment Employees.

Additionally, timekeeping staff have the following responsibilities:

- Know how to view shared employees via the only available method of the “All Home and Eligible Transfers” query and/or the “All Home and Transferred-In” query.
- Work directly with shared departments to ensure mutually compatible People Record setup and workflow timing for timecard Sign-Off by one of the departments.

Accrual Basics

Currently, Kronos grants vacation and sick amounts to employees based on the Accrual Profile configured for them in People Editor. Only one Accrual Profile can be effective for an employee at any one time. These grants occur as follows:

- For eligible biweekly employees, Kronos grants vacation and/or sick hours based on the hours (towards accruals) on the recorded timecard calendar day (Sunday) following each B2 pay period end date (Saturday).
- For eligible monthly employees, Kronos grants vacation and/or sick hours on the first day of each calendar month for the number of hours in the previous month.

Timecard Basics

Electronic timecards allow employees to record time worked and/or leave taken. The Pay Rule assigned to the employee determines the date range for the pay period displayed and overtime calculations if applicable. Timecards are accessed from any Genie through the Go To icon.
**Timecard View:**

The timecard view offers the ability to:

- Review calculated pay code totals resulting from recorded time.
- Resolve exceptions, such as a missed punch.
- Verify transferred hours and correct if needed.
- Perform corrections to timecard data if needed.
- Enter comments to document corrections.
- View accrual balances.
- Approve or sign off the timecard.

**Indicators and Exceptions:**

The appearance of the timecard cells changes to indicate different conditions or exceptions. You can hover over the indicator to view more information.

- Transaction shown in **purple** indicates it was system-generated through the scheduler.
- Blue speech bubble icon after a punch or amount indicates a comment.
- Date cell with a vertical red bar indicates an unexcused absence. This exception is ignored if the department is not using schedules.
- Date cell with a vertical blue bar indicates an excused absence.
• Solid red cell indicates a missed punch.
• Punch with a vertical red bar indicates an early, late, or unscheduled exception.
• Punch with a vertical green bar indicates a manager has reviewed the exception.
• Yellow timecard indicates an employee or manager has approved.
• Green timecard indicates an employee and a manager have approved.
• Grayed out timecard means the timecard has been signed off and is not editable.

Timecard exceptions (or alerts) identify discrepancies that may require action. Some exceptions, like a missed punch, will require fixing before the timecard can be signed off.

**Review Punch Exceptions:**
Kronos will track exceptions, such as late or early punches, as compared to a schedule. Departments have the option to review or acknowledge these exceptions if desired.
On the employee’s timecard:

**Step 1.** Right-click in the cell containing an exception.

**Step 2.** Click Mark As Reviewed. Exception indicator will turn green.

**Step 3.** Click Save to complete the edit.

**Accessing More Information:**
Clicking the more content icon at the bottom of the timecard displays additional information on two tabs:

• **Totals** – Summary of hours categorized by account and pay code amounts.
• **Accruals** – Available balances by accrual code.

**Timecard Actions:**
You can use the **Go To** icon in the right corner to access additional information for the employee such as:

• People Editor
• Schedules
• Audits
• Reports
• Rules Analysis
• Review Missed Punches
• Manage Time Off Requests
Timekeeping Basics

Kronos Roles:

Users in Kronos are categorized in the following roles:

**Employee**: Responsible for recording time worked and/or leave taken and approving their timecard.

**Manager**: Anyone who can access another’s timecard. Responsible for addressing timecard exceptions, making corrections if needed, and approving timecards for the employees they manage.

**Timekeeper**: Responsible for configuring new employees in Kronos, maintaining Kronos schedules (if used), assisting managers with timekeeping activities including timecard transfers, and reviewing timecards for completeness.

**Payroll Manager**: Responsible for signing off timecards. This action flags records to be included in the data upload for payroll processing, reviewing upload results and accrual calculations.

Timecards viewed from a Genie:

The two most common Genie widgets are:

- **Pay Period Close Detail**: Summarizes departmental timecards for Previous Pay Period activity.

*** Timecard Editing Tips ***

Kronos tracks all changes to timecards via Audits, which are available for viewing from the Go To icon. Any changes made are permanent once saved. The **Save** icon in the upper right corner is will appear orange if there is any unsaved data. To check how changes might affect totals **before** saving, click on the **Calculate Totals** icon in the upper right corner. This gives you an opportunity to revert changes if desired using the **Refresh** icon, also located in the upper right corner. Document any changes according to your departmental practice.

Examples of edits made in an employee’s timecard:

- Add a comment (with or without notes).
- Add a pay code (leave taken, ERIT, etc.).
- Correct a missed punch.
- Edit an existing punch.
- Delete an existing punch.
- Transfer time to a different account.
**Timecard Comments:**

You have the option to add comments to pay code amounts or punches. Kronos allows you to select from a predefined comment list and add an optional free form note if needed. Please use discretion when entering a note as this information is visible on reports.

On the employee’s timecard:

**Step 1.** Right-click in the cell where you want to add the comment.

**Step 2.** Click the Comments icon.

**Step 3.** Using drop down menu, select comment from predefined list.

**Step 4.** If needed, type an optional note.

**Step 5.** Click Add.

**Step 6.** Review for accuracy, updating to correct spelling add additional notes if desired.

**Step 7.** When done, click OK to close the comment window.

**Step 8.** Click Save to complete the timecard edit.

**Step 9.** You can hover over the resulting blue speech bubble to see the comment information.

**Add New Row:**

You can add a row to a date on the timecard if needing more than one pay code, or if a pay code needs to be added to the date in which punches exist.

On the employee’s timecard:

**Step 1.** Click on the “+” icon left of the date to add a new row.

**Step 2.** Repeat as necessary for all edits needed for the date.

**Add Pay Code:**

UCSB uses various pay codes to record time worked and leave taken. You cannot enter a pay code on a line that contains punches; add new row.

On the employee’s timecard:

**Step 1.** Click in the “Pay Code” cell next to the desire date.
Step 2. Choose the appropriate pay code from the drop down list.
a. To access pay codes lower in the list, type the first letter of the pay code to move
down the list quickly.
b. “Hours Worked” is a system pay code at the bottom of the list. Type “hou” to access
this pay code quickly.

Step 3. Tab out of the cell.

Step 4. Enter the quantity of hours in the “Amount” cell.
a. For non-exempt employees, amounts are quarter-hour increments.
b. For exempt employees, amounts are full-day increments.

Step 5. Click Save to complete the edit.

Edit Pay Code:
You can select a different pay code or amount if a correction to the timecard is needed.

On the employee’s timecard:

Step 1. Right-Click in either the “Pay Code” or the “Amount” cell to access Pay Code Actions.

Step 2. Click Edit.

Step 3. Update the pay code or amount as needed and click OK.

Step 4. Click Save to complete the edit.

*** Punch Tips ***
When entering a punch, Kronos automatically assumes A.M. hours.

- If you key “730” and hit tab or save, it will display 7:30 AM.
- If you key “730p” and hit tab or save, it will display 7:30 PM. You must use the “p” for PM.
- Kronos recognizes military time as well “0730” for 7:30 AM. “1930” for 7:30 PM.

Add Punch / Correct a Missed Punch:
Verify with the employee what time is correct to record.

On the employee’s timecard:

Step 1. Click in the cell you want to add the punch.
Step 2. Type the time of the punch.

Step 3. Tab out of the cell.

Step 4. A comment justifying the edit can be added by right-clicking on the punch.

Step 5. If desired, click Calculate Totals to preview the resulting calculations.

Step 6. Click Save to complete the edit.

**Edit Existing Punch:**
Existing punches may need editing for various reasons including overriding the designation of a punch, cancelling automatic meal deductions, marking punch exceptions as reviewed, and adding comments. Do not edit punches to prevent overtime as the timesheet is a legal document.

On the employee’s timecard:

**Step 1.** Right-click on the punch you want to edit.

**Step 2.** Click on edit icon to do any of the following:
- a. Change the time of the punch.
- b. Override the type of punch (in, out, new shift).
- c. Cancel meal deduction in specific instances if separate shifts applied deduction inappropriately.

**Step 3.** If desired, mark a punch exception as reviewed or add a comment.

**Step 4.** Click Save to complete the edit.

**Delete Inappropriate Punch:**
Deleting a punch from a timecard is *strongly discouraged* as punches reflect actual times an employee worked. However, there are some exceptions. An employee might accidentally punch when logging on to approve the timecard. An employee might accidentally clock out twice at the end of a shift making it appear as if there is a missing punch when in fact there is a duplicate punch.

On the employee’s timecard:

**Step 1.** Right-click on the punch you want to delete.

**Step 2.** Add a comment justifying the deletion.

**Step 3.** Click Save.
Step 4. Click in the cell with the punch you want to delete, and then backspace to delete.

Step 5. Tab out of the cell.

Step 6. Click Save to complete the edit.

**Account Transfers:**

Transfers allocate hours to different labor accounts. Percent Allocation Rules automate the transfers for fixed employees with multiple jobs/distributions. Variable employees with multiple jobs have the option to select the appropriate job/distribution for their shift. Employees accomplish this at a time clock or within the electronic timecard. If the employee forgets, it may be necessary to complete the transfer for them.

On the employee’s timecard:

Step 1. Click on the transfer column and click search to open the Transfer window.

Step 2. The Transfer window defaults to a labor account transfer.

Step 3. Select the valid values for the seven labor levels.

Step 4. Click Apply to add the transfer to the timecard.

Step 5. Click Save to complete the edit.
**Edit Account Transfers:**

If a transfer was done incorrectly, it may require editing. A transfer can be done directly on the timecard (indicated in black font) or done in the scheduler (indicated in purple font).

On the employee’s timecard:

**Step 1.** Click on the transfer column and click search to open the Transfer window.

**Step 2.** The Transfer window defaults to a labor account transfer and populates with the current transfer data.

**Step 3.** Make the necessary changes to the valid values for the seven labor levels.

**Step 4.** Click Apply to add the corrected transfer to the timecard.

**Step 5.** Click Save to complete the edit.

In the employee’s schedule:

**Step 1.** Access the employees schedule from the Go To menu.

**Step 2.** Right-click on the shift that needs the transfer corrected and click Edit.

**Step 3.** Perform steps 1-4 above.

**Step 4.** Click Apply to add the corrected transfer to the timecard.

**Step 5.** Click Save to complete the schedule edit.

**Reports**

Reports can help you extract information to manage your department’s timecard data. The following reports are commonly used:

- **Exception Report – Labor Levels Summary:** Compares labor account data on the timecard with PPS to reveal any LAFS discrepancies that may cause data to be excluded from the upload to the payroll system.

- **UCSB Payroll Export Register:** Lists employee hours that uploaded to the payroll system in the most recently processed pay period.

- **Employee Hours by Labor Account (Excel):** Displays a summary of employee hours and amounts for each labor account/pay code in the time period specified.
• Accrual Detail Report: Displays running accrual balances and transactions for each employee in the time period specified.

How to run a report:
Access reports in one of two ways.

If you want to run a report for a predefined hyperfind query (such as All BW):

Step 1. Click on the Reports widget in Related Items on the right side of your workspace.

Step 2. In the Reports tab, browse through your available reports to locate the report you wish to run. Expand the “All” category by clicking on the “+” to display all reports you can access.

Step 3. Click on the report name to open the report options on the right side of the workspace.

Step 4. Choose a predefined hyperfind query (“who”).

Step 5. Choose a time period (“when”).

Step 6. Choose the appropriate output format for Excel reports (.xls).

Step 7. After selecting all report options, click the Run Report button on the upper left side. This will take you to the Check Report Status tab where you can monitor the status.

Step 8. The report completion status will not automatically refresh until you click Refresh Status once. The report status will show as Complete when it is ready for viewing.

Step 9. Double-click the report name or click the View Report button to download the report.

Step 10. Click on report in your browser download bar to view in a new browser tab.

If you want to run a report for selected employees:

Step 1. Display employees in any Genie such as QuickFind or Pay Period Close Detail.

Step 2. Select desired employees. Shift click allows you to select all employees in a series. Ctrl click allows you to select nonadjacent employees.

Step 3. Once employees have been selected, access Reports through the Go To menu.
Step 4. In the Reports tab, browse through your available reports to locate the report you wish to run. Expand the “All” category by clicking on the “+” to display all reports you can access.

Step 5. Click on the report name to open the report options on the right side of the workspace.

Step 6. Leave the predefined hyperfind query defaulted as “Previously Selected Employee(s)”.

Step 7. Follow steps 5-10 above.

Payroll Processing

Electronic timecard data (hours worked and leave taken) regularly upload from Kronos to PPS for processing.

The following actions need to complete prior to the upload.

- **Holiday Pay**: Holiday pay automatically adds to the timecard for career employees based on the pay rule configuration. Adjustments will be needed if the employee did not work their full schedule. Holiday pay defaults to zero for limited and student employees. These timecards require review for eligibility and any necessary adjustments.

- **Approvals**: Action done by the employee and manager(s) indicate an employee timecard is complete and ready for processing.

- **Sign Off**: Action done by the Payroll Manager to prevent further timecard and schedule edits, and to flag the timecard data for inclusion in the upload.

Any data excluded from the upload process requires manual entry into PPS.

**Biweekly Payroll:**

The biweekly pay period ends on a Saturday. The upload process runs at 10:00 am the following Wednesday. The upload schedule is subject to change during holiday periods.

The following chart shows the recommended timeframes for these actions after each pay period:
Monday, end of day | Tuesday morning | Wednesday morning, before 10:00AM
---|---|---
Employee Approval | X |  
Manager Approval |  | X  
Payroll Manager Sign Off |  | X

**Monthly Payroll:**

The pay period for monthly exempt employees ends on the last day of each month. The pay period for monthly positive pay (hourly) employees ends on the 15th of each month. The upload process runs at 10:00 am on a predetermined date between the 16th and 23rd of each month based on the UC pay compute schedule.

The following chart shows the recommended timeframes for these actions after each pay period:

<table>
<thead>
<tr>
<th>3 days after Pay Period End</th>
<th>5 days after Pay Period End</th>
<th>Before 10:00AM on upload day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Approval</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
| Manager Approval |  | X  
| Payroll Manager Sign Off |  | X

**UCSB Payroll Export Register**

After each upload, departments receive an email notification to run the UCSB Payroll Export Register report. This report lists employee hours uploaded to the payroll system in the most recently processed pay period. The report is available in both PDF and Excel formats.

Following the upload processing, the department has the responsibility to:

- Ensure you uploaded appropriate hours worked and leave taken for your employees.
- Input a PPS transaction for any excluded Kronos records prior to pay compute.

Additional information about this report is located on the timekeeping portal website: https://timekeeping.ucsb.edu/news/new-payroll-upload-reports-ucsb-payroll-export-register

*** Create “Favorite” Reports ***

It is best practice to create “favorite” reports, one for biweekly, and one for monthly, to ensure the same search parameters are used every time.
Pay Period Close Basics

Use the Pay Period Close Detail Genie at the end of each pay period to prepare timecards for upload processing. This Genie displays a summary of hours worked, leave taken, and overtime/comp time calculations by employee. The summary also displays approvals, missed punch exceptions, and sign off.

Departments are responsible for reviewing timecards to ensure:

- All hours worked and leave taken are properly recorded.
- Transfers are correct.
- No missed punches.
- Holiday hours are correct if pay period includes holidays.
- Employee and Manager approvals exist.
- Sign off is applied before upload processing deadline.

Timecard Data Review:

Run “Exception Report – Labor Levels Summary” to determine if there are exceptions that might cause data to be excluded. This report gives you an opportunity to ensure timecard accuracy proactively. The report highlights the following conditions:

- AccountMismatch – The Kronos Account # does not match PPS Account #.
- FundMismatch – The Kronos Fund does not match PPS Fund.
- ProjectMismatch – The Kronos Project does not match PPS Project #.
- CCMismatch – The Kronos Cost Center does not match PPS Cost Center.
- DistNumDoesNotExist – The distribution number on the timecard does not exist in the PPS download or has begun and end dates outside the selected date range.
- InvalidDistStartDate – The distribution number on the timecard is for a distribution number that starts after the Apply Date in Kronos.
- InvalidDistEndDate – The distribution number on the timecard is for a distribution number that ends before the Apply Date in Kronos.

You can run this report multiple times throughout the pay period to review timecard data exceptions.

Pay Period Close Review:

After the pay period ends, review the status of your department timecards in the Pay Period Close Detail genie, your default workspace. The time period defaults to Previous Pay Period automatically. Choose a desired hyperfind query based on the upload (biweekly or monthly) processed. You can sort various columns to organize the data for review.

- Employees or managers who have not yet approved timecards may need a friendly reminder.
• If you have employees that punch in and out, missed punch exceptions (identified with a checkmark) need to be resolved. The Payroll Manager cannot sign off a timecard if missed punches exist.
• Additional columns break down the recorded time and calculated overtime for review.
• Timecards can be opened if a detailed review is needed from the Go To menu.

Sign Off from Pay Period Close
Sign off, done by the Payroll Manager, must be applied before the upload deadline.

Step 1. Confirm the time period selected is Previous Pay Period.
Step 2. Select the employees you wish to sign off.
Step 3. Click the Approval icon and click Sign Off.
Step 4. Click the Refresh icon to see the sign off indicator applied in the Genie.
Step 5. Click on the Group Edit Results widget in Related Items on the right side of your workspace to display the status of your sign off activity.
Step 6. Once the status shows “COMPLETED”, review any failures noted in the Results column by clicking on the details link to see if you need to fix any failures.

Data Excluded from Upload Processing:
Some types of pay codes never upload from Kronos to PPS, even when signed off. If reported on an employee timecard, you need to input a PPS transaction before pay compute. See the following sections for details.

Uploaded Time Records – for any REG distribution:
• Comp Time – Hours accrued
• Comp Time – Hours taken
• Comp Time – Balance updates if effective date is in the processing period
• Sick – Hours taken
• Vacation – Hours taken
• Paid Overtime – Hours calculated for half, straight, premium, and double

Uploaded Time Records – for variable REG distributions only:
• Regular – Worked hours reported plus any holiday hours on the timecard
**Time Records that DO NOT Upload:**

- Catastrophic Leave – Donations or time received
- Comp Time – Balance paid out
- Leave No Salary – Any LNS related pay code
- ERIT
- Phased Retirement

For these situations, there must be an equivalent transaction in PPS. Human Resources handles Catastrophic Leave centrally. The department is responsible for the remaining activity.

Run the UCSB Payroll Export Register report after each upload to validate the employee hours that uploaded to the payroll system.

**System Notifications**

There are three types of system notifications employees and managers receive.

1. **Approvals:**
   a. Employees receive a notification to approve their personal timecard. Students do not receive these notifications if there are no hours on their timecard.
   b. Managers receive notifications if employee and/or manager approvals are missing.

2. **Nearing Vacation Maximums:** Employees will receive notification when nearing their maximum vacation accruals at specified times.

3. **Time Off Requests:** Employees and Managers will receive notification when a Time Off Request (TOR) is submitted as well as when action has been taken on a request.
Glossary

**Accrual:** An amount of leave an employee is entitled to use. Examples include vacation, sick, and comp time.

**Approval:** Action done by the employee and manager indicating an employee, timecard is complete and ready for processing.

**Labor Account:** A home labor account assigned to each employee which hours accrue, unless a shift is an account transfer. Labor accounts consist of valid combinations of labor level entries, such as account and job.

**Labor Level Transfer Set:** A list of active distributions for an employee. Variable employees need to identify which active distribution or job their hours worked belong to.

**Pay Code:** A category that enables you organize time or money, such as vacation or sick time.

**Pay Period:** The period of time for which employees are regularly paid.

**Percent Allocation Rule:** Configuration that automates transfers for fixed employees with more than one active distribution.

**Shift:** A span of time that has a start and end times, usually in one 24-hour period. For example – 7:00 AM to 3:30 PM

**Sign Off:** Action done by the Payroll Manager to prevent further timecard and schedule edits, and to flag the timecard data for inclusion in the upload.

**Transfer:** Hours or pay code amounts transferred to a different job or labor account when an employee has more than one active distribution.