Employee Setup

When an employee is a new hire, transfers departments, receives a promotion, has a change to an accrual rate, or has a payroll cycle change, the department will need to review and update configuration as needed. This procedure should occur at least one day after the PPS and Timekeeping Manager Assignment Application (TMAA) entry of a new employee.

In People Editor, perform the following:

**Step 1.** **Person** tab > **Accruals & Leave**: Review Accrual Profile assigned. An update could be required if the employee is eligible for a new accrual rate, changed FLSA status, is an academic employee, or part-time exempt. If an update is needed:
   a. On an empty line in the Accrual Profile table, select the desired Accrual Profile from the drop-down list.
   b. Select a Start Date. The general rule is that the Start Date of the new Accrual Profile should be the date after the timecard was last signed off (Sign off + 1). If you have any questions regarding timing, please contact ETSC for assistance.
   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.
   e. If the employee is transitioning from a biweekly pay cycle to monthly pay cycle or the other way around, please contact ETSC for assistance.

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

**Step 3.** **Job Assignment** tab > **Primary Account**: Review the Primary Labor Account to ensure the Access Control Number for the manager position populated. The Access Control Number (ACN) imports from data entered in the Timekeeping Manager Assignment Application (TMAA). Any ACN changes must be made in TMAA. [See Step 8 below]
   a. Update the Reports To field by typing in the manager’s last name. Only employees configured as managers in Kronos show in the list.

**Step 4.** **Job Assignment** tab > **Timekeeper**: Review the Pay Rule assigned. 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 ‘New Hire’ was specified as a default. If an update is needed:
   a. On an empty line in the Pay Rule table, select the desired Pay Rule from the drop-down list.
   b. Select an Effective Date. If you are updating an existing employee, the general rule is that the Effective Date of the new Pay Rule should be the date after the timecard was last signed off (Sign off + 1). If you have any questions regarding timing, please contact ETSC for assistance.
   c. 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. An update may be required for an hourly employee if the department restricts time entry to time clocks. If needed, update the Function Access Profile as follows:
   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.

Step 6. **Job Assignment** tab > **Employee Role**: Review the Pay Codes “Edit” Profile assigned 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 as examples.

Step 7. Click **Save** to complete any changes.

Step 8. Assign the manager’s Access Control Number (ACN) using the Timekeeping Manager Assignment Application (TMAA). To access TMAA, go to [tma.ets.ucsb.edu](http://tma.ets.ucsb.edu) or access it from the Quick Links section of the Timekeeping Portal at [timekeeping.ucsb.edu](http://timekeeping.ucsb.edu). Instructions on how to use TMAA can be found in the Payroll Managers/Timekeepers section on the portal.