Faculty Manager Job Aid

Log on

Log on to Kronos via https://timekeeping.ucsb.edu/ and click on the button provided above under “Timekeeping Logon” on the right side of the screen. Enter your UCSBNetID and password when prompted.

Upon logging in Faculty Managers will see the Pay Period Close Summary screen, from here you can review your employee list and timecard data.

Review both “All Home and Eligible Transfer” (default) and “All Home and Transferred In” queries to see all applicable employees.

You can change the query by going to the dropdown at the top right corner of the list and selecting the applicable query.

Open/Review Timecards

There are two ways managers can access an employee’s timecard:

1. Double click > on the employee’s name in Pay Period Close.

2. Select the employee from the list, click the Go To icon > Timecards.
Review Timecard to ensure all information is complete and correct. Managers and supervisors are responsible for reviewing timecards to ensure:

- All hours worked and leave taken are properly recorded.
- No missed punches.
- Transfers are present where applicable.
- Holiday hours are correct if pay period includes holidays.
- Employee approvals have been applied.

Click > the “Show or Hide More Content” icon at the bottom of the timecard to see the Totals for the selected Pay Period.

If the employee has multiple appointments/jobs, ensure the time allocated to your account string is accurate. Notify your department’s Timekeeper or Payroll Manager to make any applicable edits to transfers.

**Approve Timecards**

Once the timecard review is complete, the manager approves the timecard.

Manager approval must be applied before the upload deadline.

**Approve Reviewed Timecards from Pay Period Close:**

**Step 1.** Select > the employees you wish to approve.
**Step 2.** Click > the Approval icon and click > Approve Timecard.
**Step 3.** Click > the Refresh icon to see the approval indicator applied in the Genie. The indicator is numeric as one or more managers could potentially approve a timecard.

**Approve Reviewed Timecard from Timecard view:**

**Step 1.** Select the employees you wish to approve.
**Step 2.** Click > the Go To icon and click > Timecards in the dropdown.
**Step 3.** At the top Left of the timecard click > the Approve Icon.

For additional information about Manager functions in Kronos, please see [Electronic Timekeeping Basics for Faculty Managers](#).