

Date: January 23, 2024

To: Senate Faculty

From: June Betancourt, Director
Academic Personnel

Re: Timekeeping and Leave Reporting for ASEs and GSRs - Faculty Guidance update

As communicated via the [faculty](#) guidance memo dated September 27, 2023, the continued implementation of the UAW contracts for graduate student researchers and instructors required that the campus add salaried ASEs (TAs and Associate Instructors) and GSRs to the Kronos timekeeping system by the start of Fall quarter 2023, October 1, 2023.

Effective with the January 2024 timecard, students will be asked to report **time off** in hours rather than in 1-day increments. This change is necessary going forward due to technical and system constraints. Salaried ASEs and GSRs are otherwise not expected to report daily hours spent working; they must simply continue to verify that they worked, as scheduled, for the month. This change will have no effect on faculty supervisors, other than the fact that approved time off will now appear in hours. For example, faculty supervisors may expect to see time off as "4" hours instead of "1" day in Kronos. As previously, supervisors will review and approve these timecards, based on their knowledge of the work or activities completed. This technical change in reporting time off will not change any work arrangements for students or faculty.

Separate reporting instructions will be sent to student academic employees. There is no need to modify completed timecards from fall quarter. To assist with this change, new departmental materials have been added under the Timekeeping Resources sections on [AP's web page](#) under **Resources for Faculty Supervisors** or **Resources for Department Analysts - Graduate Student Appointments**.

Questions about this message may be directed to my attention at june.betancourt@ucsb.edu
Questions about Kronos may be directed via Service Now. See **Support** at <https://www.timekeeping.ucsb.edu/>.

Thank you.