

Date: January 23, 2024

To: Chairs, Deans, Directors, Assistant Deans, Business Officers and AP Staff

From: June Betancourt, Director
Academic Personnel

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

As communicated via [administrators](#) and [faculty](#) guidance memos dated September 27, 2023, the continued implementation of the BX and BR contracts 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. This was done in order to support the new paid leave provisions and the use of pre-approved Personal Time Off (PTO) for GSRs.

Effective with the January 2024 timecard, PTO (applicable to GSRs only) and unpaid time off (for salaried ASEs and GSRs) **will be reported in hours rather than in 1-day increments**. Due to unanticipated technical limitations, the AP office along with the Kronos and BFS payroll teams have identified that this change is necessary going forward. While we had originally hoped to leverage FTE to calculate time in Kronos to correspond with how a “day” is defined under the union contract, it has now become clear that system constraints do not make this feasible. Please note that there is no need to make changes to completed timecards from Fall 2023.

Salaried ASEs and GSRs are still expected to complete their electronic timecards on a monthly basis, regardless of their appointment percentage of time. As previously instructed, they are not expected to record daily hours spent working but must simply verify that they worked, as scheduled, for the month.

ASE time reporting (Teaching Assistants and Associate Instructors)

To assist departments with managing unpaid time for ASEs, new resources have been made available. You will find these new items via Google Drive (UCSBnetID log in required) under the Timekeeping Resources section on [AP's webpage](#) under *Resources for Faculty Supervisors* or *Resources for Department Analysts - Graduate Student Appointments*. There you will find Timekeeping FAQs, an *ASE Daily Rate Calculator*, a I-618 report template, as well as detailed guidance for *Recording and Managing Unpaid Time for TAs and Associate Instructors*.

GSR time reporting

PTO and unpaid time off hours reported in Kronos for GSRs will now automatically upload to UCPATH via the standard process. Hours reported as time off will appear on the following month's paycheck. *Note:* Kronos and UCPATH are not currently programmed to longitudinally manage PTO banks for GSRs. Departments are still responsible for identifying the total PTO available to GSRs according to their appointment FTE and duration and for tracking the overall usage over the duration of appointment. Departments are strongly encouraged to utilize the *GSR Paid Time Off Calculator tool* available at the Timekeeping Resources sections referenced above.

Additional timekeeping resources may be added as they become available. Separate reporting instructions will be sent to student academic employees.

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.