Date: September 27, 2023

To: Senate Faculty

From: June Betancourt, Director
Academic Personnel

Re: Faculty Guidance and Resources on ASE and GSR Leave Reporting

As noted in the September 14, 2023 memo on Faculty Supervision of Graduate Students, in order to support the new paid leave provisions for GSRs and ASEs, as well as the use of pre-approved personal time off for GSRs secured in the new contracts, student employees will be required to complete timecards during the term of their appointment, and faculty supervisors will be required to verify and approve these records. UCSB will utilize the Kronos timekeeping system to track this time and attendance for salaried ASEs (TAs and Associate Instructors) and GSR appointments.

As exempt employees under the Fair Labor Standards Act (FLSA), salaried ASEs and GSRs will be expected to complete their electronic timecards on a monthly basis, regardless of their appointment percentage of time. Please note that they are not expected to record daily hours spent working. They must simply verify that they worked, as scheduled, for the month. Supervisors will be asked to confirm this report.

Exempt employees who do not take time off in a given month do not have to input any hours into Kronos, but they will still be expected to approve their timecards. The absence of any hours reported signifies that the scheduled hours for that day were worked.

Employees will be responsible for completing their timecards at the end of each month. Supervisors will review and approve these timecards, based on their knowledge of the work or activities completed, and their normal communications and interactions with the ASEs and GSRs they supervise. Employee and Supervisor approvals will be due on a monthly basis.

For those unfamiliar with Kronos, it is the workforce management software currently used for most UCSB employees, that tracks employee time and attendance. To log into Kronos, go to UCSB Electronic Timekeeping and click the login button. New Kronos users may wish to go to the Knowledge Base Portal available at UCSB Electronic Timekeeping for more information, or review the Kronos resources available in the Timekeeping Resources section on AP's web page under **Resources for Faculty Supervisors**. Department staff should assist faculty who may not have used timekeeping processes before. Student employees will be provided with additional information and instructions.

Please note that time reporting by individuals and supervisor verifications will not take place until the end of October. Student employees and supervisors do not need to do anything before then. ASE and GSR appointments will be imported into the campus's existing Kronos timekeeping system on October 1 to coincide with the start of fall quarter.

It is important to note that the administration of Leaves (such as medical leaves, for example) is separate from PTO and unpaid time off, as outlined in each MOU (BX: Article 17; BR: Leaves Article pg. 46-50. Leave transactions are managed via Leave Administration in UCPath (they are not handled in

Kronos). Please refer to Leave Administration at https://ap.ucsb.edu/leave.of.absence/ for information on the leave approval and administration processes.

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.

Cc: Department Chairs, Deans, Directors, and Assistant Deans