

Date: September 27, 2023

To: Assistant Deans, Business Officers and AP Staff

From: June Betancourt, Director
Academic Personnel

Re: Timekeeping and Leave Reporting for ASEs and GSRs - Technical Guidance and Resources

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. As with other exempt employees who record time in Kronos, the absence of any hours reported signifies that the scheduled hours for that day were worked.

Exempt 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 according to the [Timekeeping schedule](#).

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** (please note that the same information may be found at the **Resources for Department Analysts** *Graduate Student Appointments* page). Department staff are asked to assist faculty who may not have used timekeeping processes before. Student employees will be provided with additional information and instructions.

GSRs are notified of their eligibility for specific available PTO days under the Personal Time Off section of the GSR Written Notice of Appointment offer letter. Kronos is not currently programmed to longitudinally manage PTO banks for GSRs and will just be used to track PTO usage. Departments are responsible for identifying the total PTO available to GSRs according to their appointment FTE and duration, and tracking the overall usage over the duration of said appointment. To assist with this, and to ensure consistent tracking and reporting on campus, departments are strongly encouraged to utilize the GSR Paid Time Off Calculator tool available at the Timekeeping Resources section on the [Resources for Faculty Supervisors](#) page.

GSRs with an appointment of 25% or more for a minimum of one full month are eligible for Personal Time Off ("PTO") with pay according to the terms of their contract. Note that under the contract, PTO is

earned and taken in 1 day increments. As such, a GSR taking approved Personal Time Off (PTO) and/or days of unpaid time off (if PTO is exhausted) is expected to record that time off in whole day increments in Kronos by entering "1" on their timecard on the date PTO is being used. For UCSB, "1" in Kronos represents the "1 day" under the terms of the GSR contract. GSRs and ASEs taking unpaid time off will enter "1" for each day of time off. Specific guidance on Kronos entry will be provided soon.

Please note that time reporting by individuals and subsequent 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. Information Technology Services will be contacting department Timekeepers and Payroll Managers with detailed information about ASE and GSR employee set-up. Configuration will take a few days, so new Kronos users are advised to work with their departments for guidance.

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 the following resources for information on the leave approval and administration processes:

- See additional Leaves information at Graduate Division's **GradPoint Academics** Resources section in both the following [summary document](#) under the "Leaves" heading, and [this guidance document](#) on ASE Leaves (Gradpoint login required)
- For Leave Administration process, please see <https://ap.ucsb.edu/leave.of.absence/>

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.