

## Time Reporting for Graduate Student Employees

### Overview

On October 8, 2024, the UC and the UAW signed an agreement that confirms in writing that all UAW-represented academic appointees, including ASEs (BX), GSRs (BR), Postdoctoral Scholars (PX), and Academic Researchers (RA), shall comply with local time and attendance system obligations. Specifically, all UAW-represented academic appointees are required to record every month in the [Kronos Timekeeping system](#) whether they did or did not have any absences. Supervisors are required to verify and approve these records.

Time and attendance reporting is critical to ensuring the University accurately pays its employees and accurately records absences and leaves; the agreement with the UAW affirms this. In addition to fairness and consistency, we have a fiduciary and legal responsibility to ensure the accuracy of effort reporting for both state funds and funding from federal agencies. Submitting erroneous information in the time and attendance system is subject to an employee's submission being overridden and pay withheld for the time not worked.

Given the importance of this requirement, as confirmed by the UC-UAW agreement, the University has developed the following timekeeping guide to assist employees in recording their time and attendance accurately and in a timely manner. It is critical that the University maintain consistent and equitable enforcement of the time and attendance policies moving forward.

### Time Reporting Requirements for Academic Student Employees and Graduate Student Researchers

#### → **For Associate Instructors, Teaching Assistants (TAs), Graduate Student Researchers (GSRs)**

Employees in these job titles are classified as exempt under the [Fair Labor Standards Act \(FLSA\)](#) and are expected to complete their electronic timecards on a monthly basis.

Employees under this category are **monthly-salaried** and therefore are not expected to report hours worked or approved absences of less than a full work day, and instead should 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.

#### Flexible Scheduling

GSRs are part-time, exempt employees. Pursuant to Article 28 (Time and Effort) of the GSR contract, a GSR's workload "may fluctuate in a given time period (e.g. workweek, month, academic term) due to the general functions and activities within a research lab or program." Please note, this does not mean a GSR has discretion to set their own schedule. Instead, the GSR's Supervisor should determine the most appropriate regular schedule for the GSR, based on

the operational needs of the department and the GSR's other commitments. However, when a GSR requests time off of work, a Department may approve the GSR to “flex” their regular schedule to allow time off to be taken without impacting the GSR’s time reporting. For example, a GSR with a 50% appointment who regularly works 4 hours per day Monday - Friday could instead work 8 hours on Monday, 8 hours on Tuesday, and 4 hours on Wednesday, and be off work Thursday and Friday, with prior approval of their supervisor.

### → For Readers, Remedial Tutors

Employees in these job titles are classified as non-exempt employees and are responsible for honestly and accurately reporting hours worked on an affirmative basis, to the nearest quarter hour.

Employees under this category are generally bi-weekly and have timecards that reflect a 2-week pay period.

When a non-exempt employee (Reader/Remedial Tutor) is concurrently employed in an exempt title (TA/Associate Instructor/GSR), the employee’s FLSA status is exempt. The bi-weekly position becomes monthly-hourly and the timecard is configured to a month-long pay period.

### → For All Academic Student Employees and Graduate Student Researchers

**Unpaid Time Off:** Shall be reported in hours for each assigned full work day off. This extends to strike-related activities, should labor be withheld during a strike.

### How to Report Time and Leave

Employees will log into Kronos by going to [UCSB Electronic Timekeeping](#) and click the login button. Use the Central Authentication Service (CAS) to enter your UCSBNetID credentials, then click the “LOG IN” button to access Kronos. New Kronos users may wish to go to the [Knowledge Base Portal](#) and click on “Timekeeping Support Services” for additional assistance.

### → For Exempt Academic Student Employees and Graduate Student Researchers (Associate Instructors, TAs, and GSRs)

- **Hours Worked:** Exempt ASEs and GSRs are not expected to report hours worked. A blank timecard signifies that the scheduled hours for that day, week, and month, were worked. The timecard must still be approved if no leave time is entered.
- **Personal Time Off:** GSRs eligible for Personal Time Off (PTO) are notified of their available PTO days under the Personal Time Off section of the GSR Written Notice of Appointment letter. Per the [GSR labor contract](#), **PTO is earned and taken in 1 full workday increments**. As such, a GSR taking PTO days will select the *GSR Paid Time Off* in the *Pay Code* column and enter the hours in the *Amount* column for the full work

day corresponding to their assigned appointment percentage. Other columns on the table can be disregarded. For example, a 50% GSR equals 4 hours per workday. GSRs will not be required to take PTO if they worked a partial day. GSRs must obtain written approval from their Supervisor before using PTO. PTO should be entered in Kronos but the balance is tracked in the department and not in Kronos or UCPATH.

**For example, an average 50% GSR appointment corresponds to 4 working hours per day.**

Workweek	Monday	Tuesday	Wednesday	Thursday	Friday
Scheduled Work Hours	4	4	4	4	4

**If a GSR requests to take 3 PTO days during the workweek, they will report:**

Workweek	Monday	Tuesday	Wednesday	Thursday	Friday
Reporting PTO in Kronos	4 hours - GSR Paid Time Off (PTO-equivalent to 1 day)	4 - GSR Paid Time Off (PTO-equivalent to 1 day)	4 - GSR Paid Time Off (PTO-equivalent to 1 day)	Leave Blank	Leave Blank

**PTO is taken as a full day off even when a GSR is on a preapproved flexible work schedule (for example):**

Workweek	Monday	Tuesday	Wednesday	Thursday	Friday
Scheduled Work Hours	6 hours-	2 hours	Non-work day	5 hours-	7 hours
Reporting PTO in Kronos	GSR reports 6 hours. *Department tracks as 1 PTO day taken.	GSR reports 2 hours. *Department tracks as 1 PTO day taken.	Leave Blank	GSR reports 5 hours. *Department tracks as 1 PTO day taken.	Leave Blank

**→ For Non-Exempt Academic Student Employees (Readers and Remedial Tutors)**

- **Hours Worked:** Non-exempt ASEs are expected to report actual hours worked by selecting *Hours Worked* in the *Pay Code* column and enter the number of hours to the nearest quarter hour in the *Amount* column.

→ **For ALL Student Employees**

Supervisors should review and approve all timecards, based on their knowledge of the work or activities completed, and their normal communications and interactions with the employees they supervise. Employee and Supervisor approvals will be due according to the [Timekeeping schedule](#).

- **Unpaid Time Off:** Leaves without pay shall be reported in hours for each full work day off. This extends to strike activities - should labor be withheld during a strike. Employees will select the *ASE/GSR Unpaid Paid Time Off code* in the *Pay Code* column and enter the hours in the *Amount* column for the full work day corresponding to their assigned appointment percentage. *ASE Unpaid Time Off* should be used for ASE appointments such as TAs and Associates and *GSR Unpaid Time Off* should be used for Graduate Student Researcher appointments. For example, a 50% TA equals 4 hours per workday. Non-exempt ASEs (Readers and Remedial Tutors) are not required to report unpaid time off. They will simply not enter any hours worked for each day off without pay.
- **Leaves:** The administration of short-term and extended leaves (such as medical leaves, for example) is separate from PTO and Unpaid Time Off reporting, as outlined in each of the labor contracts (BX: [Article 18](#); BR: [Article 17](#)). Short-term and extended leaves must be requested by the employee to their Supervisor in a timely manner. Extended leaves, once approved, are submitted to the Academic Personnel Office where they are processed in the UCPATH Absence Management module (they are not handled in Kronos). Please refer to the following resources for more information on the leave approval and administration processes:
  - [ASE/GSR Leaves from Employment Policies Chart](#)
  - [ASE/GSR Leaves from Employment Request Form](#)

**Questions regarding** Kronos, entering hours on your timecard, or issues with the appropriate pay codes showing on your timecard, should be directed to your hiring department **Payroll Manager**.