Kronos Faculty Manager Job Aid

KB0010827 - <u>Latest Version</u>

☆ ☆ ☆ ☆ ☆   12 views

Log on

Go to <u>https://www.timekeeping.ucsb.edu/ (https://www.timekeeping.ucsb.edu/)</u> and click on the logon button. Enter your UCSB netID and password when prompted, and authenticate with <u>Duo (https://www.it.ucsb.edu/mfa/getting-started-mfa-duo)</u> if needed.

View employee roster

Upon logging in, managers will see the Pay Period Close detail screen. From here, you can review your employee roster and timecard data.

Review both the "All Home and Eligible Transfer" (default) and "All Home and Transferred-In" queries to see all applicable employees.
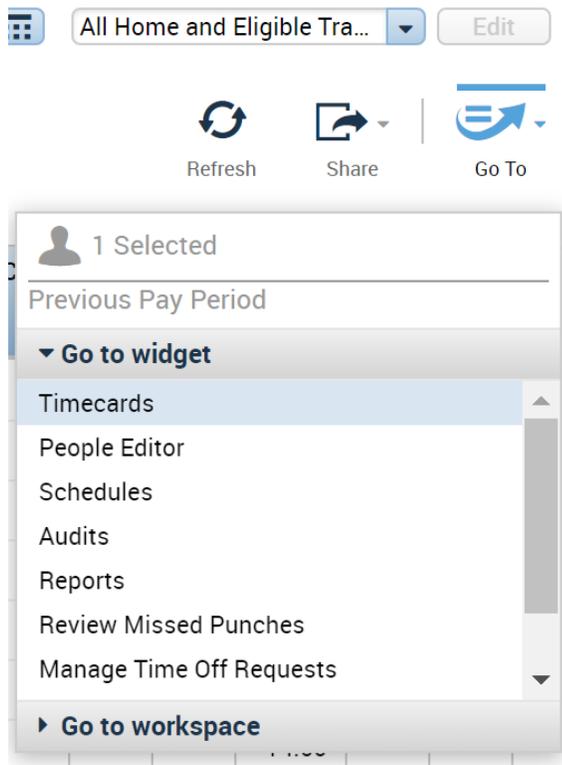
You can change the query by going to the dropdown in the top right corner of the list and selecting the applicable query.

Open/review timecards

There are two ways managers can access an employee's timecard:

- Double-click on the employee's name on the Pay Period Close Detail screen.
- Click once on the employee from the list, then click the Go To icon and click Timecards.

Review the timecard to ensure all information is complete and correct. Managers and supervisors are responsible for viewing timecards to ensure:

- All hours worked and leave taken are properly recorded.
- There are no missed punches.
- Shifts are transferred to other positions where applicable.
- Holiday hours are correct if the pay period includes holidays.
- Employee approval has been applied.

Click the "Show or Hide More Content" icon at the bottom of the timecard to see the Totals for the selected pay period.

If the employee has multiple appointments/jobs, ensure the time allocated to your account string is accurate. Notify your department's timekeeper or payroll manager to make any applicable edits to transfers.
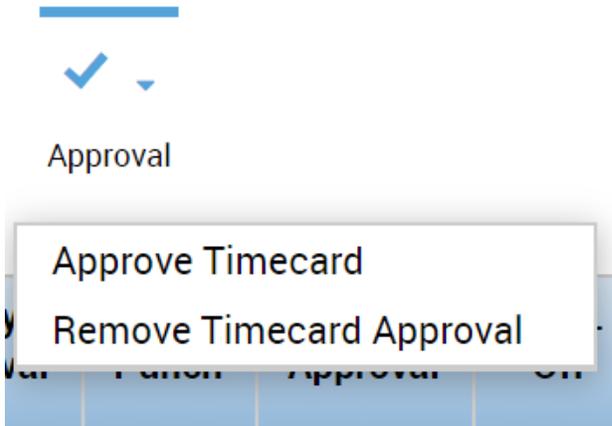
Approve timecards

Once the timecard review is complete, the manager approves the timecard.

Manager approval must be applied before the upload deadline.

Approve reviewed timecards from the Pay Period Close screen

1. Select the employees you wish to approve. Multiple employees can be selected by holding the Control key and clicking (to add one employee per click), or the Shift key and clicking (to add blocks of employees).
2. Click the Approval icon and click Approve Timecard.

Approval

| Approve Timecard |
| Remove Timecard Approval |

3. Click the Refresh icon to see the approval indicator applied in the Pay Period Close screen. The indicator is numeric, as one or more managers could potentially approve a timecard.

Name	Employ... Approval	Miss... Punch	Manager Approval
TEST, EXEMPT			1
TEST, EXEMPT2			1
TEST, EXEMPT3			1

Approve reviewed timecards from the timecard view

1. Select the employee you wish to approve.
2. Click the Go To icon and click Timecards in the dropdown menu.
3. At the top left of the timecard, click the Approve Timecard icon, and select Approve Timecard.

✓ ▾

Approve
Timecard

| Approve Timecard |
| Remove Timecard Approval |

Sun 12/27

If you have any questions about viewing employees or approving timecards, contact your department's payroll staff for assistance, and if needed, they can escalate to the Timekeeping support team.

Revised by Elliott Lee
Last modified 8 months ago

Helpful?