Timekeeping: Department Payroll Managers

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. This includes the failure to engage with the time and attendance system during strike-related activities, which may be used as evidence that a worker withheld labor for purposes of aligning pay with work.

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.

Configuration Steps

Upon hiring, the department must ensure all employees are entered into Kronos with the correct configuration for their Job Code. To access the Kronos Knowledge Base articles below please log in here: https://ucsb.service-now.com/kb?id=kb_home

General Employee Configuration:
https://ucsb.service-now.com/kb_view.do?sysparm_article=KB0010782

How to Configure Academic Student Employees in Kronos:
https://ucsb.service-now.com/kb_view.do?sysparm_article=KB0011871

How to Configure PostDoc Employees in Kronos:
https://ucsb.service-now.com/kb_view.do?sysparm_article=KB0010784

Based on the guidance provided to UAW Employees:

- For all non-exempt hourly employees (for example, readers and tutors), timecards must include hours worked and be submitted on the bi-weekly payroll.

- For all exempt monthly employees (TAs, GSRs, Postdocs, etc.) timecards must be completed and approved monthly by the employees.

All timecards must be submitted by the deadline and approved for the employee and the department to remain compliant. It is the department's responsibility to ensure all timecards are submitted and approved by the deadline.

All timecards must be approved by the employee's supervisor by the timecard submission deadline.

Kronos Faculty Manager Job Aid:
https://ucsb.service-now.com/kb?id=kb_article_view&sysparm_article=KB0010827

Follow-up Steps

Departments should monitor employees with outstanding timecards by reviewing their roster in Kronos. This article may be helpful for reviewing the roaster (must be logged into the Kronos knowledge base to access).

February 2025 and March 2025 Pay Periods:
- ASEs, GSRs, Postdocs, and Academic Researchers (Researchers, Project Scientists, & Specialists) that do not approve their timecard by the deadline should be issued a counseling memo from the hiring department indicating their failure to engage with the system. The counseling memo template can be found here.

Please Note: Counseling memos sent to employees should be copied to Academic Personnel, ap-info@ucsb.edu

April 2025 Pay Periods and beyond:
- ASEs, GSRs, Postdocs, and Academic Researchers (Researchers, Project Scientists, & Specialists) that do not approve their timecard by the deadline should receive discipline as noted below:
  - Issue a counseling memo from the hiring department indicating their failure to engage with the system. The counseling memo template can be found here.

○ Once a counseling memo has been received, if the employee still does not engage with the timekeeping system and does not approve their timecard, the employee should be issued a Letter of Warning for failure to comply. The Letter of Warning template can be found [here](#).
Prior to issuing a Letter or Warning, it may be necessary to conduct an investigation to gather more information about why a timecard was not submitted on time. If the department has any questions about the investigation or issuing the letter, please consult with Labor Relations and/or Academic Personnel.

Please Note: Counseling memos and Letters of Warning sent to employees should be copied to Academic Personnel, ap-info@ucsb.edu

Leave without Pay Reported

Any leave without pay reported in Kronos on timecards for **Graduate Student Researchers (**GSR Unpaid Time Off), **PostDocs** (Leave No Sal), and **Academic Researchers** (Leave No Sal), will automatically be loaded into UCPath and any necessary pay will be deducted from the next paycheck accordingly. No further department action is needed for these titles.

Leave without pay (ASE Unpaid Time Off) reported on timecards for **Teachings Assistants** (TAs) **and Associate Instructors**, shall be handled and processed by the department payroll managers via an I-618 interface file and submitted for payment processing to the Business and Financial Services Unit (BFS) via the ServiceNow Portal at bfshelp.ucsb.edu. Instructions for calculating the daily rate for these titles and filling out the I-618 interface file are included below for reference. The file should be submitted to BFS by the 12th of each month, include a negative amount, and use the *Earnings Code* RFA. Pay will be deducted from the next scheduled paycheck. If the employee has *Unpaid Time Off* reported and the position in question has ended/terminated the pay deduction will be processed via BFS as an overpayment.

Resources for submitting leave without pay for Associates and Teaching Assistants:
- [ASE - Recording and Managing Unpaid Time](#) (*last updated 1/8/2024*)
- [ASE - Daily Rate Calculator](#) (*last updated 1/30/2025*) New file link: https://docs.google.com/spreadsheets/d/1wWBUyGfuqg67UDnkBi_LUHVAaDi7nCb6/edit?gid=1660619306#gid=1660619306
- [ASE - I-618](#) file (*last updated 1/30/2025*) new version-https://docs.google.com/spreadsheets/u/0/d/1ExOBvYaeeGayocXRZ5z0T_nG0NgpNQh3/edit?fromCopy=true&ct=2

Additional Resources regarding Timekeeping:
- Resources for [Academic Student Employee](#)s.
- Resources for [Postdocs and Academic Researchers](#).

Questions about timekeeping policies may be directed to Academic Personnel at ap-info@ucsb.edu

Questions about Kronos may be directed via Service Now. See Support at https://www.timekeeping.ucsb.edu/

Questions about processing an I-618 interface or an overpayment should be directed to BFS via the ServiceNow Portal at bfshelp.ucsb.edu