Gevirtz Graduate School of Education

Kronos Approval Calendar Fall 2024

Timecard approvals should be in place <u>as early as possible on dates listed below</u> to allow for timely review and processing.

Biweekly (BW) Employees*

(e.g. students with student assistant positions and no concurrent academic positions, report hourly)

Pay Period	Employee Approval	Manager Approval	Pay Day
9/15 - 9/28/2024	Friday, 9/27	Monday, 9/30	Wednesday, 10/9
9/29 - 10/12/2024	Friday, 10/11	Monday, 10/14	Wednesday, 10/23
10/13 - 10/26/2024	Friday, 10/25	Monday, 10/28	Wednesday, 11/6
10/27 - 11/9/2024	Friday, 11/8	Monday, 11/11	Wednesday, 11/20
11/10 - 11/23/2024	Friday, 11/22	Monday, 11/25	Wednesday, 12/4
11/24 - 12/7/2024	Friday, 12/6	Monday, 12/9	Wednesday, 12/18
12/8 - 12/21/2024	** Tuesday, 12/17	** Wednesday, 12/18	Wednesday, 1/1
12/22 - 1/4/2025	Friday, 1/3	Monday, 1/6	Wednesday, 1/15
1/5 - 1/18/2025	** Thursday, 1/16	** Friday, 1/17	Wednesday, 1/29

Monthly (MO) Employees - Positive Time Reporting*

(e.g. students with student assistant appointments concurrent with an academic position, report hourly)

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Pay Period	Employee Approval	Manager Approval	Pay Day
9/11 - 10/10/2024	Thursday, 10/10	Friday, 10/11	Friday, 11/1
10/11 - 11/10/2024	Monday, 11/11	Tuesday, 11/12	Friday, 11/29
11/11 - 12/10/2024	Tuesday, 12/10	Wednesday, 12/11	Wednesday, 1/1
12/11 - 1/10/2025	Friday, 1/10	Monday, 1/13	Friday, 1/31

Monthly (MO) Employees - Exception Time Reporting*

(e.g. positions that do not report hourly but require a timecard)

Pay Period	Employee Approval	Manager Approval	Pay Day
9/1 - 9/30/2024	Monday, 9/30	Tuesday, 10/1	Tuesday, 10/1
10/1 - 10/31/2024	Thursday, 10/31	Friday, 11/1	Friday, 11/1
11/1 - 11/30/2024	Monday, 12/2	Tuesday, 12/3	Friday, 11/29
12/1 - 12/31/2024	** Wednesday, 1/2	** Thursday, 1/3	Wednesday, 1/1
1/1 - 1/31/2025	Friday, 1/31	Monday, 2/3	Friday, 1/31

^{*}Questions regarding employee-type for specific individuals?

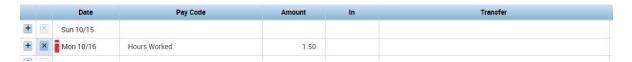
Please contact our timekeeping team by email at education-ucpath@ucsb.edu

^{**}Please note that due to campus holidays or system impacts, approval dates are earlier/later than usual.

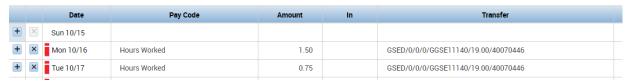
Student Employee Timecards

<u>Biweekly (BW) Employees</u> (e.g. students with student assistant positions or academic position that reports hourly (i.e. Reader or Tutor)

- Can be Undergrad or Graduate Student
- Can add hours worked or sick time (if appropriate) to the timecard to the nearest ¼ of an hour



Will use transfer column to select appropriate account for job if they have multiple jobs



Can earn sick and holiday hours per working hours

<u>Monthly (MO) Employees - Positive Time Reporting</u> (e.g. students with student assistant appointments concurrent with an academic position, report hourly)

- · Graduate Students only, mid-month to mid-month timecard for student assistant with ASE/GSR position
- Add hours worked to the timecard to the nearest ¼ of an hour using the transfer column to select the appropriate account for student assistant job

	Date	Pay Code	Amount	In	Transfer
×	Wed 10/11				
×	Thu 10/12				
×	Fri 10/13	Hours Worked	2.25		GSER/3/0/0/UCSB00054/28.00/40028341
×	Sat 10/14				
×	Sun 10/15				
×	Mon 10/16	GSR Paid Time Off	1.00		GSED/2/0/0/UCSB000013/1458.90/41019261
	×	Wed 10/11 Thu 10/12 Fri 10/13 Sat 10/14 Sun 10/15	Wed 10/11	Wed 10/11 ★ Thu 10/12 ★ Fri 10/13 Hours Worked ★ Sat 10/14 ★ Sun 10/15	Wed 10/11 Image: Control of the control

- Employee's approval is for all jobs (student assistant and GSR/ASE) indicating that they worked during the pay period
- GSR/ASE report any leave taken on the timecard as "1" for each day of leave taken

Monthly (MO) Employees - Exception Time Reporting (e.g. salaried positions that do not report hourly but require a timecard)

- Graduate students only, monthly timecards for ASEs or GSRs
- ASE/GSR submit request for leave to Supervisor for approval by Dept. Chair
 - o GSR/ASE report any leave taken (paid or unpaid) taken as "1" for each day of leave taken
- GSRs submit request to use PTO to Supervisor
 - o GSR reports PTO taken as "1" for each day of PTO used
- Employee and Supervisor approve timecard on monthly basis indicating that employee worked

