

Gevirtz Graduate School of Education
Kronos Approval Calendar
Winter 2025

Timecard approvals should be in place as early as possible on dates listed below 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
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
1/19 - 2/1/2025	Friday, 1/31	Monday, 2/3	Wednesday, 2/12
2/2 - 2/15/2025	** Thursday, 2/13	** Friday, 2/14	Wednesday, 2/26
2/16 - 3/1/2025	Friday, 2/28	Monday, 3/3	Wednesday, 3/12
3/2 - 3/15/2025	Friday, 3/14	Monday, 3/17	Wednesday, 3/26
3/16 - 3/29/2025	** Wednesday, 3/26	** Thursday, 3/27	Wednesday, 4/9
3/30 - 4/12/2025	Friday, 4/11	Monday, 4/14	Wednesday, 4/23
4/13 - 4/26/2025	Friday, 4/25	Monday, 4/28	Wednesday, 5/7

Monthly (MO) Employees - Positive Time Reporting*

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

Pay Period	Employee Approval	Manager Approval	Pay Day
12/11 - 1/10/2025	Friday, 1/10	Monday, 1/13	Friday, 1/31
1/11 - 2/10/2025	Monday, 2/10	Tuesday, 2/11	Friday, 2/28
2/11 - 3/10/2025	Monday, 3/10	Tuesday, 3/11	Tuesday, 4/1
3/11 - 4/10/2025	Thursday, 4/10	Friday, 4/11	Thursday, 5/1

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
1/1 - 1/31/2025	Friday, 1/31	Monday, 2/3	Friday, 1/31
2/1 - 2/28/2025	Friday, 2/28	Monday, 3/3	Friday, 2/28
3/1 - 3/31/2025	Monday, 3/31	Tuesday, 4/1	Tuesday, 4/1
4/1 - 4/30/2025	Wednesday, 4/30	Thursday, 5/1	Thursday, 5/1
5/1 - 5/31/2025	Monday, 6/2	Tuesday, 6/3	Friday, 5/30

**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

Biweekly (BW) Employees (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

	Date	Pay Code	Amount	In	Transfer
+ X	Sun 10/15				
+ X	Mon 10/16	Hours Worked	1.50		

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

	Date	Pay Code	Amount	In	Transfer
+ X	Sun 10/15				
+ X	Mon 10/16	Hours Worked	1.50		GSED/0/0/0/GGSE11140/19.00/40070446
+ X	Tue 10/17	Hours Worked	0.75		GSED/0/0/0/GGSE11140/19.00/40070446

- Can earn sick and holiday hours per working hours

Monthly (MO) Employees - Positive Time Reporting (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
+ X	Wed 10/11				
+ X	Thu 10/12				
+ X	Fri 10/13	Hours Worked	2.25		GSER/3/0/0/UCSB00054/28.00/40028341
+ X	Sat 10/14				
+ X	Sun 10/15				
+ X	Mon 10/16	GSR Paid Time Off	1.00		GSED/2/0/0/UCSB000013/1458.90/41019261

- 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
 - 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
 - GSR reports PTO taken as “1” for each day of PTO used
- Employee and Supervisor approve timecard on monthly basis indicating that employee worked

	Date	Pay Code	Amount	In	Transfer	Out	In
+ X	Sun 10/29						
+ X	Mon 10/30						
+ X	Tue 10/31						

Totals	Accruals	Audits	Historical Corrections						
Signoff and Approval									
Action Taken	Effective Date	Start Time	Amount	Reason	Comment	Note	User	Date	Time
Timecard Approva...	10/10/2023						driversa	10/08/2023	10:18PM