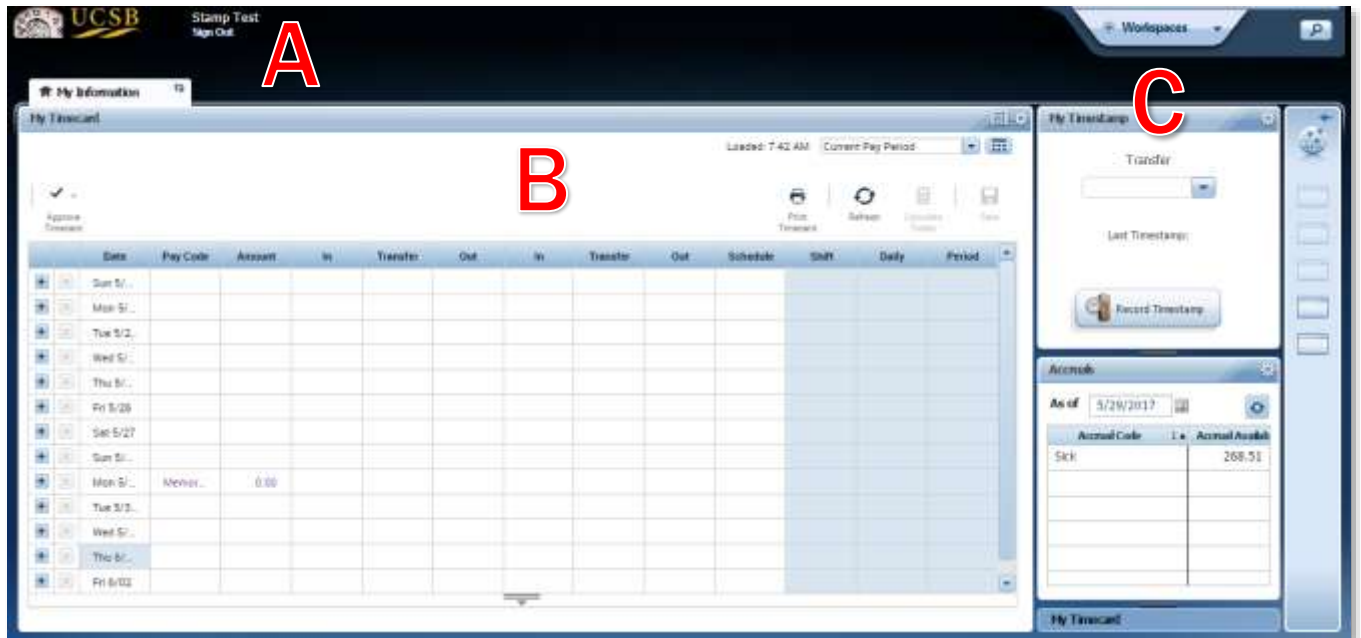


Employee Job Aid – Hours Worked

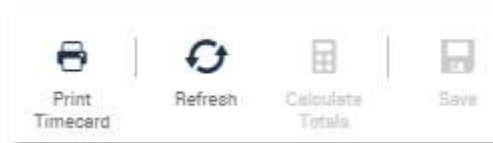
Electronic Timecard employees who use a designated computer to record hours worked and/or leave taken directly on the electronic timecard.

Navigation

Key Areas of your Default Homepage:



- A. The upper left corner identifies the employee signed on next to the UCSB logo.
- B. The middle of the screen is your primary “workspace”.
- C. The Accruals widget on the right of the screen displays the current accrual balances available.



- *Print Timecard* allows you to print your timecard.
- *Refresh* updates the data displayed on the page.
- *Calculate Totals* allows you to check how changes might affect totals before saving. This gives you an opportunity to revert changes if desired using the Refresh icon.
- *Save* allows you to save data after making changes. You can tell if there is unsaved data when the Save icon in the upper right corner is orange.

Employee Job Aid – Hours Worked

Record Hours Worked and/or Leave Taken:

1. Logon to Kronos to access your electronic timecard.
2. Click > in the Pay Code column next to the appropriate date and select > the desired pay code such as Hours Worked, Sick, Vacation or CT Taken when applicable.

		Date	Pay Code	Amount
+ x		Sun 7/16		
+ x		Mon 7/17	Please Choose: ▾	
+ x		Tue 7/18	CT Taken Sick Vacation Hours Worked	
+ x		Wed 7/19		

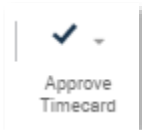
Only "Hours worked"
for student staff

3. Tab > to the Amount column and enter > the number of hours worked or leave taken.
4. If multiple pay codes are needed for a specific day, click > the + symbol to the left of the date to insert a new line.
5. Repeat the process above to record the hours worked or leave taken.
6. Click > the Save icon to complete the timecard edit.

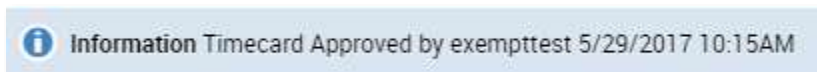
Approve Your Timecard:

You are required to approve your timecard at the end of each pay cycle even if no leave was taken. On your timecard:

1. Choose:
 - a. Current Pay Period if it is on or before the last day of the pay cycle.
 - b. Previous Pay Period if it is after the last day of the pay cycle.
2. Verify the information is correct; any discrepancies should be addressed with your manager prior to approval.
3. Click > the Approve Timecard icon and click > Approve Timecard.



4. The upper left corner displays a message confirming approval and the background color of the electronic timecard changes to yellow. If a manager has already provided approval the timecard changes to green.



For additional information about functions in Kronos, please see [Electronic Timekeeping Basics for Employees](#).