

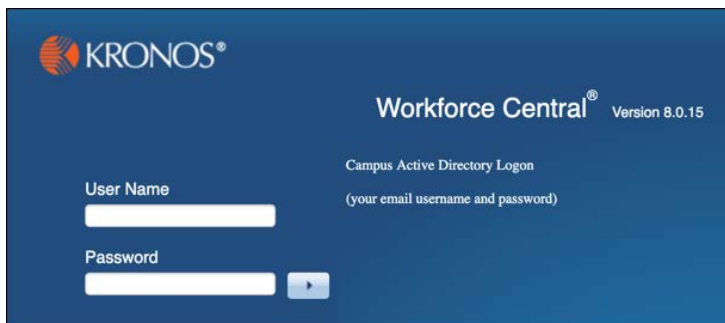
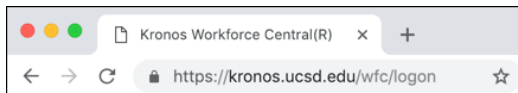


# Reporting BYA in Kronos – Desktop Users By-Agreement Reference Guide

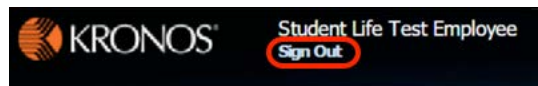
*All By-Agreement Employees:  
Associated Students  
SPACES  
CSI Alternative Breaks*

# Accessing and Logging Off Kronos

Access Kronos through the Intranet. Enter your UCSD Active Directory Username and Password.



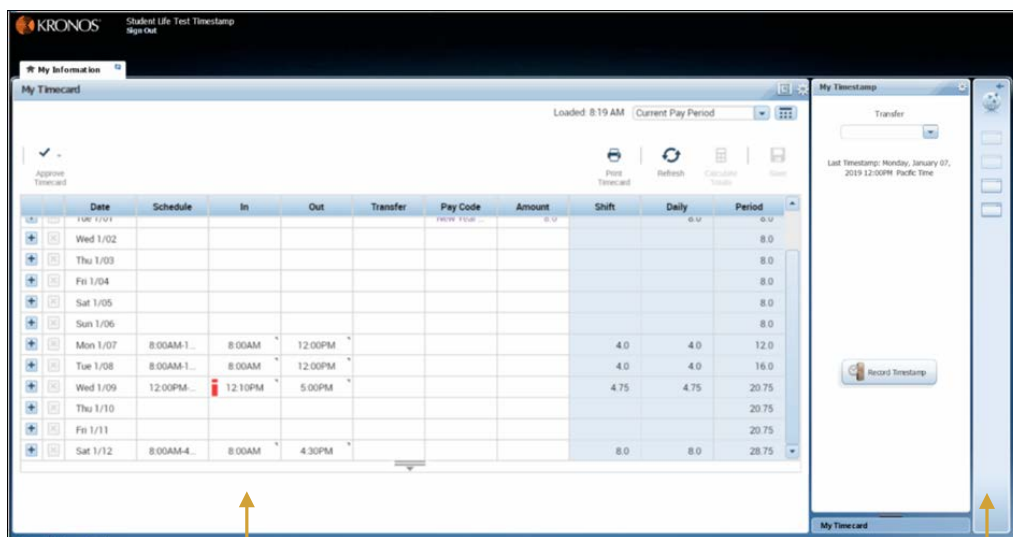
**Note:** Always use the Sign Out link when logging off of Kronos.



## Kronos Workspace

All employee related tasks can be performed once logged into Kronos by selecting the applicable Widget from the Related Items Pane. My Timecard is the default workspace.

- My Timecard – Displays the timecard and allows you to edit.
- My Time Off – Accesses the calendar and allows you to request time off.
- My Reports – Accesses employee reports.



Related Items Pane Expanded

My Timecard

Related Items Pane

# Viewing Your Timecard

Upon log on, your Timecard displays in the default workspace.

The screenshot shows the 'My Timecard' interface. At the top, there are navigation tabs: 'Schedule', 'Exceptions', 'Punch Times', and 'Time Period'. Below these are utility buttons: 'Approve Timecard', 'Print Timecard', 'Refresh', 'Calculate Totals', and 'Save'. The main table displays timecard data for a week. Below the table are tabs for 'Totals', 'Accruals', 'Historical Corrections', and 'Audits'. The 'Totals' tab is active, showing a summary table with columns for 'Account', 'Pay Code', and 'Amount'.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily
Mon 1/...	8:00AM-12:00PM	8:00AM	12:00P...				4.0	4.0
Tue 1/...	8:00AM-12:00PM	8:00AM	12:00P...				4.0	4.0
Wed 1/...	12:00PM-5:00PM	12:10...	5:00PM				4.75	4.75
Thu 1/...								
Fri 1/11								

Account	Pay Code	Amount
-/-/SAOADMN/1/-/11	Regular	20.75

Note:

- Timecard is editable but in/out punches are not.
- Purple text is automatically populated from the schedule.
- All edits are in black text.

# Submitting Time – Adding BYA Worked

To receive your weekly stipend, you must submit a timecard every pay period end date.

1. Locate a day in each week with in the pay period and click the **Pay Code** cell.

	Date	Schedule	In	Out	Transfer	Pay Code	Amount
+ X	Sun 1/13						
+ X	Mon 1/14	12:00PM-5:...					

2. In the **Pay Code** drop-down list, select the **BYA WORKED** pay code.

Pay Code	Amount
Please Choose:	
Admin Leave - Excused	
Admin Leave - Unexcused	
BYA Worked	
Call Back	
Comp Earned - Double	
Comp Earned - Half	
Comp Earned - Premium	
Comp Earned - Straight	

3. In the **Amount** field, you can enter 1.0 if you entitled to the entire stipend for the week.

Pay Code	Amount
BYA Worked	1.0

4. Click **Save**.



5. **Repeat** steps to add **BYA WORKED** to the second week in the pay period.

## Note:

- To receive your stipend you must submit a timecard on KRONOS.
- To receive the stipend for both weeks, both weeks must have a BYA WORKED entry.
- If there is only 1 BYA WORKED entry on your timecard then you will only receive a weeks worth of the stipend.

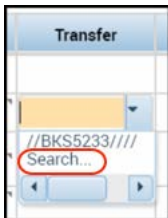
# Editing Time – Transferring Hours

If you have multiple positions within the Student Life Cluster, you will have to ensure that the hours you worked are applied to the correct position:

1. Log in to **Kronos**.
2. Click the **Transfer** cell in the row for the applicable date.

	Date	Schedule	In	Out	Transfer
+ x	Sun 1/13				
+ x	Mon 1/14	12:00PM-5:...	12:00PM	5:00PM	

3. If the applicable Account Index does not appear in the **Transfer** list, click **Search**.



4. Click the **Labor Account** tab of the **Transfer** dialog box.
4. Click the **Account Index** labor level drop-down field to select a value.
5. Click **Apply**.

**Transfer**

Name: Test Timestamp, Student Life  
 Labor Account: //BKS0003////  
 Work Rule:

Labor Account | **Work Rule**

Add Labor Account Clear All

Future Use 1:  Supervisor Co...:

Future Use 2:  Timekeeper ID:

Account Index: **//BKS0003 - BKS - Operatio...** X Distribution:

Sub Number:

Cancel **Apply**

6. Click **Save**.

Date	Schedule	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
Sun 1/13									
Mon 1/14	12:00PM-5:...	12:00PM	5:00PM	//BKS0003////			5.0	5.0	5.0
Tue 1/15									5.0
Wed 1/16	12:00PM-5:...	12:00PM	5:00PM				5.0	5.0	10.0

Totals			
Account	Pay Code	Amount	
-//SAOADMN/1/-//19	Hours toward Accrual	15.0	
<b>(x) -//BKS0003/1/-//19</b>	<b>Regular</b>	5.0	
-//SAOADMN/1/-//19	Regular	15.0	

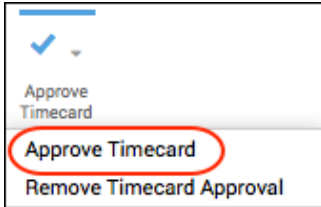
Once you click save, the **TOTALS** section will display the hours or BYA amount allotted to each **INDEX**.

**NOTE: If you do not know your INDEX, contact your supervisor.**

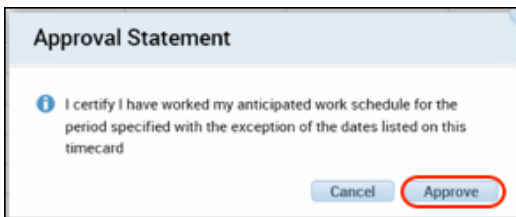
# Approving Time

Approving your timecard is required every pay period. It indicates you have reviewed and approved your timecard for accuracy.

1. From the **My Timecard** widget, select the applicable pay period from the **Time Period** drop-down list.
2. Click the **Approve Timecard** icon.
3. Click **Approve Timecard**.



4. Confirm the Approval Statement by clicking **Approve**.



5. Click **Sign Out** to end your session.

## Note:

- Once approved, the timecard is shaded orange. Each color represents where the timecard is within the approval process.
- Employees must approve their timecard each pay period.
- Once approved, no further edits can be made to the timecard.
- To remove an approval, select *Approve Timecard >Remove Timecard Approval*.

Orange	Timecard has been approved by the employee only
Yellow	Timecard has been approved by the manager only
Green	Timecard has been approved by both employee and manager
Grey	Timecard has been signed off by either the employee, manager, or both