UKG Dimensions:

A Time Approver’s “Need to Know” Overview

RE: Adjunct Hourly or Student Employees
The Role of the Time Approver

Some typical Scheduling and Timekeeping manager tasks

**SCHEDULING**
- Build future schedules
- Manage requests for time off in the future
- Maintain future schedules
- Manage daily staffing

**TIMEKEEPING**
- Monitor employee hours
- Review alerts when employees deviate
- Edit timecards to address changes
- Approve employees’ time for payroll processing
Overview Objectives – for Time Approvers of Adjunct Hourly / Student Employees

After reviewing this session, you should have an understanding on how to:

- View Schedules & Shifts (optional) *(Schedule)*
- Review and Respond to notifications *(Control Center)*
- Manager Tile Resources *(Home)*
- Add, edit and remove punches *(Timecard)*
- Approve Hours worked *(Timecard)*
- Delegate Authority
- Access Dataviews for utilization and compliance review
View Schedules/Shifts (optional feature for adjunct hourly & student workers)

The **Schedule** view shows ALL your direct reports (those with regular work schedules & shifts, and those without):

- Schedules are required for **status** employees to process holiday pay & types of time off requests in Kronos and are loaded from Banner.
- **Adjunct Hourly** and **Student Employees** **ARE NOT REQUIRED** to have Schedules/Shifts in Kronos but can be created by the Supervisor/Time-Approver.

Job Aid: **Add or Edit a Shift** & **Job Aid: Edit a Schedule Pattern**
Review Notifications in Your Control Center

As a Time-Approver, notifications will appear in your **Control Center** such as *Timekeeping* and *Timekeeping Requests*. These require your reviewing and/or direct action – **before the close of each pay period.**

**Best Practice: is to navigate to your employee’s Timecard to review any “Pending Edits” for approval or refusal.**
Manager Resource Tiles – located on your Home Page

On your **Home** page are tiles to help manage any **Timecards** with *errors, edits or missing information.*

**NOTE:** If these tiles are not displaying on your Home page, you can go to the **Tile library** 🗝️ and add them.

The **Manage Timecard** tile notifies you of any **Pending Changes**, items to **Review** or **Missed Punches**.

- Clicking on the tile will take you directly the employee(s) that have items that require your review and action.

The **Missing Job Assignments** tile notifies you of an employee with multiple jobs, that is missing a **Job Transfer** path on their timecard.

- You **OR** the employee need to review this & make the necessary edit prior to the end of the pay period for your employee to be paid for hours worked correctly.
Adding Punches and Comments to Timecards

Hourly employees should always use the Punch Tile or Timeclock to have their time recorded to their Timecard.

- If necessary, the Timecard is used specifically to Add, Edit or Delete punches, such as correcting a missed punch (called out by a red block in a cell).

You will be notified of any Pending Edits via notifications in your Control Center and by email for missed punches.
- Best Practice is for employees to correct their missed punches, which will then require your approval, however;
- as a Time-Approver you can also correct an error or missed punch on an employee Timecard.

To add or correct a IN or OUT time, click cell to enter the correct time, then right click to add a Comment, & click Save.

NOTE: Your employee will receive a notification that edits were made to their Timecard.
Approve a Timecard

Hourly timecards MUST BE reviewed and approved by **Monday deadline**, following the end of a pay period.

- Verify the **correct pay period** (current or previous depending on the day you are approving)
- Resolve any **Pending Edits** before approving
- Click **Totals** to review & verify the hours to be paid are correct
- Click **Approve** at the top of your employee Timecard.

**NOTE:** Once a **Timecard** is approved, employees can no longer **Punch IN/OUT** or make edits

Job Aid: Approve Employee Timecards
Multiple Approvers on a Timecard

Your employee may have more than one hourly paid position, however they will only have one Timecard.

When using the Punch tile or Timeclock, your employee will be guided to complete the Job Transfer path to indicate the position they are capturing hours worked, and that information gets added to their Timecard in the Transfer column.

- **TIP:** If an employee manually enters time on their Timecard, the Job Transfer path may be missing. **IF so,** this needs to be added to the Timecard in order for the employee to be properly paid.

- At the end of a pay period, using the TOTALS link at the bottom of their timecard, you can review the total hours worked the position you are responsible for approving.

**NOTE:**

- Multiple supervisors can **APPROVE** a Timecard if the employee is done working for the pay period.
- The record of each **APPROVE** at the end of the pay period is captured and stored in the AUDIT trail on the Timecard for the employee.

**Job Aid:** Approve Employee Timecards
Delegate Authority

During scheduled absences you are required to select a delegate to serve as the **Time Approver** for your direct reports.

Indicate your **Start** and **End** dates for your absence and submit. Your selected delegate has to accept the task request.

**NOTE:** Your **Delegate** needs to be:

- In your department; and a
- Status employee who already serves as a time-approver for someone else.

**Job Aid:** *Delegate Authority*
Working with Dataviews

**Dataviews** give you deeper insight into the performance of your direct reports

- Some useful **Dataviews** include:
  - Missed Punches
  - Pending Timecard Changes
  - Unapproved Timecards

- Within a **Dataview** you can sort & filter data

- Like other views, select the specific time period to view (usually **Current** or **Previous pay period**.)

**Job Aid:** *Sort and Personalize Dataviews*
**Practice Tools - Taking a Deeper Dive**

*Timekeeping and Basic Scheduling* workbook is available to help you explore and learn more about actions that may be required by you as a **Time Approver**:

- The workbook with *captured exercises* are available on the USNH resources site *(URL on next slide)*
- Workbook shows all **Time-Approver** functionality *(helpful for status & non-status employees)*
Time-Approver Job Aids are online

To get started visit the
USNH UKG (formerly Kronos) resource page:

https://www.usnh.edu/human-resources/kronos-information-and-resources