USNH has been working together with UKG (fka Kronos) to rectify timecard approval issues for those supervisors responsible for hourly employees who have multiple jobs with multiple supervisors. Several improvements have been made and several more are planned, including an ‘Approvals by Job’ feature with an anticipated release date of February 09, 2022. The ‘Approvals by Job’ functionality clearly denotes on the timecard the hours that are relevant for each supervisor.

Who: This improvement impacts all supervisors of employees who are paid on an hourly basis.

What: ‘Approvals by Job’ functionality.

When: Scheduled for February 09, 2022

Why: UKG Workforce Dimensions utilizes a single timecard for each employee regardless of the number of jobs they have across the organization. Additionally, tying back to our legacy Banner HR/Finance system complicates the look and feel of the job information on the timecard. These combined factors result in several issues for supervisors who need to readily distinguish time relevant to the job(s) they supervise for each employee.

How: The ‘Approvals by Job’ functionality is one of several planned improvements to rectify the issues related to having a single timecard for each employee. This new functionality will:

- Provide supervisors with a new Data View which shows a listing of all the time waiting to be approved by the supervisor for each employee.
- Provide visual indicators on the timecard utilizing a ‘head-and-shoulders’ icon to denote time relevant to each supervisor.
- The ‘head-and-shoulders’ icon will also display in the Totals section below the timecard to assist supervisors in review.
- When a supervisor selects Approve the time relevant to that supervisor will be shaded on the timecard.

Support
Volunteer testers overwhelmingly supported the improvements and appreciated the associated training which helped improve understanding of both existing and new features.

- Training is recommended for all supervisors of employees who are paid on an hourly basis. Training dates and times can be found here: https://ittraining.unh.edu/apps/ssr?action=course&id=1401
- Job aids and short training videos will also be available at: https://www.usnh.edu/human-resources/kronos-information-and-resources

The USNH Time and Leave Team is available to assist with questions and departmental training. The team also welcomes feedback to help improve services. For more information, comments, or questions, please email usnh.talt@usnh.edu or submit a ticket request.