Timekeeping Guidelines Information Sessions on June 10, 14 and 17

June 3, 2016

Timekeeping is the process of tracking and reporting work and leave time. Many UCSB departments track employee time and leave electronically via Kronos; some departments still utilize paper timecards. Regardless of the method used, timekeeping practices vary widely across campus.

UCSB Timekeeping Guidelines

In April, the Electronic Timekeeping Project Executive Sponsors approved a set of guidelines to bridge the gap between timekeeping policies, best practices, and step-by-step processes. These guidelines provide clarification to controls and procedural questions in order to fully implement and maintain consistent timekeeping practices campus-wide. Assistant Deans, Business Officers, and Payroll/Personnel Analysts from various campus departments participated in the development of these guidelines.

Information Sessions

Three Systems Speak information sessions are scheduled to introduce the UCSB Timekeeping Guidelines:

- Friday, June 10 from 1-2 pm in the UCen Santa Barbara Harbor Room
- Tuesday, June 14 from 11 am – noon in the UCen Flying A Studios Room
- Friday, June 17 from 1:30 – 2:30 pm in the UCen Flying A Studios Room

**Business Officers, Payroll/Personnel Analysts, Kronos Timekeepers, and PPS Preparers are strongly encouraged to attend one of these sessions, regardless of whether your department has transitioned to Kronos or not. The same content will be presented in each session.**

Topics include:

- Timekeeping Guidelines: What has changed?
- Employee types that must maintain a timecard
- Fair Labor Standards Act and appointment types
- Timecard roles and responsibilities
- Existing policies
- Incorporating changes and best practices
- Workload impacts