



COLLEGE OF THE HOLY CROSS

Student Workforce
Guide

From the Office of HR - HRIS
Kronos@holycross.edu

ABOUT THIS DOCUMENT

This document is the user's guide for the systems that are used to manage the Student Workforce. They provide the instructions on the posting of jobs, hiring and management of time for the Holy Cross Student Workforce. In addition, included in this guide is the instructional manual for Students on how to record time.

The document is organized in the following manner:

- **Section 1 - SEWS Student Employment Web Guide**
Posting of Student jobs on Holy Cross Site -For Open Positions To Be Filled
-
- **Section 2 - Peoplesoft Hire Module - Hiring Students**
Hiring Students – PeopleSoft Hire Module – To Process the hiring of Students
-
- **Section 3 - UKG/Kronos - Managing Hours/Time**
Managing Time: Managers, Supervisors, Time Management Personnel –
UKG/Kronos – For Hours Worked To Be Processed for Pay
-
- **Section 4 - UKG/Kronos – Student Guide to Recording Time/Hours**
Student Guide to Recording Time – UKG/Kronos – Instructional guide for Students
on how to properly record and transfer time when working

Please note, if you do not have access to an application or require any support do not hesitate to send an email to Kronos@holycross.edu.

SEWS
Student Employment Web Guide
The Posting of Jobs

Background

The following portion of this guide outlines the steps to view, modify and post a job for Students to view and apply for on Holycross.edu using the SEWS – Student Employment Web tool.

Getting Started

The SEWS module is located on the Holycross.edu site and can be find here <https://apps.holycross.edu/sews/>.

Viewing Jobs

1. From the SEWS - *Student Employment Guide* home page, click the *View Jobs* link.

Student Employment Guide

[Manage Departments](#)

[Manage Users](#)

[Manage Timeframes](#)

[View Jobs](#) 

2. The *Department List* will populate. Select the appropriate department link.

Department List

Academic Services and Learning Resources (0)	Accounts Payable (0)
Admissions (0)	* Advancement (1)
Assessment and Research (0)	Athletics (6)
Audio-Visual Services (0)	Auxiliary Services (0)
Biology (0)	Bookstore (0)
Cantor Art Gallery (0)	Center for Career Development (0)
Center for Interdisciplinary Studies (0)	Center for Liberal Arts & World (0)
Center for Rel, Ethics & Culture (0)	Center for Teaching (0)
Central Stores (0)	* Chaplains' Office (1)
Chemistry (0)	Class Deans (0)

3. Next to the posting you would like to revise, click the *Edit* link.

Title	Contact	Active	Time Frame	First Yr				
Athletic Statistics Assistant	cbare	Yes	Academic Year 2019-2020	No	Show	Edit	Delete	View Submissions (45)
Equipment Room Assistant	rwagner	Yes	Academic Year 2018-2019	No	Show	Edit	Delete	View Submissions (97)
Game Operations/Facilities Assistant	akizekai	Yes	Academic Year 2018-2019	No	Show	Edit	Delete	View Submissions (55)
Hart Ice Rink Assistant/Zamboni Driver	cvigneau	Yes	Academic Year 2018-2019	No	Show	Edit	Delete	View Submissions (34)
Life Guard	akizekai	Yes	Academic Year 2018-2019	No	Show	Edit	Delete	View Submissions (92)

4. Make any necessary revisions to the job posting at this time.

Edit Job

Title

Athletic Statistics Assistant

Contact

cbare @holycross.edu

Contact Name

Charles Bare

Active



First Year



Position Time Frame

Academic Year 2019-2020 ▾

5. Once all revisions have been made, click *Update* to save your changes.



Notes:

- If the *Active* checkbox is checked, this means the posting is open. If it is unchecked, the posting is closed.
- If the *First Year* checkbox is checked, this means the job is available to first year students.

Hiring Students

PeopleSoft Hire Module Guide

Background

Student Hires is a PeopleSoft Human Resources application that is used to hire students into work study and campus employment jobs on campus. This application allows for a more streamlined hiring process for both hiring managers and student workers. This online application alerts the hiring manager if the student they are hiring does not have an I-9 on file, and if the student is eligible for work study positions. The **US Department of Citizenship and Immigration Services I9 form** is **REQUIRED** for employment in the United States and **MUST** be completed prior to any employee who begins to work.

You are required to confirm that a Student's hire transaction is **COMPLETED** before the Student begins to work. A Student is **not permitted** to work if their hire record is not marked completed. This can be viewed in the PeopleSoft Student Hire Module by navigating to View My Students.

Getting Started

To get started with the Student Hires application navigate to the Manage/Hire tile in HR Self-Service. The default page will appear:

View Student Hires

*Academic Year: 2020 Add New Student

Instructions
Below is a list of any students you have previously entered for the 2020 academic year. To review the information that you entered about the student click their name. To enter additional students, click the [Add New Student](#) link shown above.

Previously entered students not yet submitted

Delete?	I9	Empl ID	Name	DeptID	Posnbr	Pay Rate	Start Date	Entered by	Name	Submit Results
<input type="checkbox"/>	<input type="checkbox"/>		Name			\$0.000000				

Delete Selected

Previously submitted students

Hired?	Empl ID	Name	Department	Position Number	Pay Rate	Entered By	Name
		None			\$0.000000		

The page is divided into three sections. The first section is where you select the academic year you are hiring for and select to hire a student.

Academic Year

*Academic Year: 2020 [Add New Student](#)

Instructions

Below is a list of any students you have previously entered for the 2020 academic year. To review the information that you entered about the student click their name. To enter additional students, click the [Add New Student](#) link shown above.

If there are multiple options available, the Academic Year will default to the last year you had selected. If this is your first time using it, then it will default to the most recent Academic Year available. If there isn't a year in the box, or

if you wish to change it, click the magnifying glass icon to the right of the edit box and select a year from the list provided.

To enter a student for hiring, click the [Add New Student](#) hyperlink.

Previously Entered Students not yet submitted

Previously entered students not yet submitted

Delete?	I9	Empl ID	Name	DeptID	PosNbr	Pay Rate	Start Date	Entered by	Name	Submit Results
<input type="checkbox"/>	<input type="checkbox"/>		Name			\$0.000000				

[Delete Selected](#)

This grid shows you any students that you had entered in previous sessions that haven't been submitted for review and hiring by the Office of Human Resources. If you find that you entered a student in error or they are not going to work for you, then you can delete them by clicking the check box in the left column and clicking the [Delete Selected](#) hyperlink below the grid.

Hiring managers will see an additional hyperlink to the left of the [Delete Selected](#) hyperlink labeled **Submit**. You would click this hyperlink to send these students to Human Resources for review and hire. They will then be moved to the bottom grid.

Anyone who has been authorized to hire students for your area who is not also a manager will not see this link. But, you as the hiring manager for your area will see not only the students you enter in this grid, but any students entered by those you have authorized to hire students.

If you wish to have others be able to hire students in your area, contact Human Resources at hrstudentemployment@holycross.edu to get their access set up.

Previously submitted students

Previously submitted students

Hired?	Empl ID	Name	Department	Position Number	Pay Rate	Entered By	Name
		None			\$0.000000		

This grid shows you any students that you had previously entered into the application and that have been submitted to Human Resources for review and hiring. The first column labeled [Hired?](#) shows you the status of the process. Once the Office of Human Resources has completed the final step in the student hiring process, your student worker will show as Complete.

Form I9 - Importance, Compliance, and Process

The completion of the US Department of Citizenship and Immigration Services I9 form is **required** for employment in the United States and must be completed prior to any

employee starting to work,

All employees who work for Holy Cross must have a completed, submitted, and verified I9 form on file. This form confirms that the individual is authorized to work in the United States.

The I9 process has two basic steps:

1. Filling out the I9 form online in HR Self-Service
2. Bringing original, unexpired documents to HR to verify the I9 (Photocopies will NOT be accepted per federal law).

Students cannot begin working until they have completed the full I9 process with the Office of Human Resources. For this reason, when hiring a new student, you must ensure that they have either already completed this process or that they complete it before they work for your department.

Below are the instructions student employees should follow to complete their Form I9.

Step 1: Click the [Human Resources \(HR\) Self-Service](#) hyperlink. Log in using your network credentials from STAR, and then click on the [Personal Details](#) tile. From there, select the Form I9 hyperlink from the left menu.

Note: If a student receives an error that their SSN is incorrect when trying to access the Form I9, they will need to contact HR at (508)793-3391 to have their social security number added to the system.

Step 2: To verify the I9 form, students must personally bring their documents to the Office of Human Resources, located in Smith 101. These documents must be the **originals – photocopies or pictures will NOT be accepted. This is a federal requirement.**

Please refer to the List of Acceptable Documents below to identify which documents are permitted for verification. Once the documents have been verified by an authorized HR staff member, the student will be ready to be hired, work, and receive payment from the College.

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Errors may be corrected from List A or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and	LIST B Documents that Establish Identity	LIST C Documents that Establish Employment Authorization
Employment Authorization Document	None	None
<ul style="list-style-type: none"> 1. U.S. Permanent Resident Card or Alien Registration Number (Form I-551) 2. Foreign passport that contains a ten-year U.S. stamp or temporary 	<ul style="list-style-type: none"> 1. Driver's license or ID card issued by a State or possession of the United States passport photograph information such as name, date of birth, gender, height, eye color, and address 	<ul style="list-style-type: none"> 1. Social Security Account Number card, unless the card includes one of the following: <ul style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH EMPLOYMENT AUTHORIZATION
<ul style="list-style-type: none"> 1. U.S. Passport (Form I-551) 	<ul style="list-style-type: none"> 2. 10-card issued by federal, state or local government, agencies of entities, or professional organizations that contains a photograph or identification information such as name, date of birth, gender, eye color, and address 	<ul style="list-style-type: none"> (3) VALID FOR WORK ONLY WITH EMPLOYMENT AUTHORIZATION
<ul style="list-style-type: none"> 1. Employment Authorization Document that contains a photograph (Form I-766) 	<ul style="list-style-type: none"> 3. U.S. 1A11 My card or driver's license 	<ul style="list-style-type: none"> 2. Certificate of birth issued by the Department of State (Form I-150, FS-545, FS-240)
<ul style="list-style-type: none"> 2. Foreign national authorized to work for a specific employer because of his or her status: <ul style="list-style-type: none"> a. Family (Form I-194) and b. Form I-94 or Form I-94A that has 	<ul style="list-style-type: none"> 4. Voter's registration card 5. U.S. 1A11 My card or driver's license 	<ul style="list-style-type: none"> Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
<ul style="list-style-type: none"> (1) The same name as the passport and (2) An endorsement of the alien's status 	<ul style="list-style-type: none"> 7. USCIS I-94 and Merit-based Immigrant Card 8. Native American tribal document 9. Driver's license issued by a Canadian province or territory 	<ul style="list-style-type: none"> U.S. Citizen ID Card (Form I-197) Identification Card for Use of Resident Alien in the United States (Form I-179)
<ul style="list-style-type: none"> 3. Passports from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating the name of the Compact of Free Association Beneficiary (Form I-313) or Form I-314 	<ul style="list-style-type: none"> For persons under age 18 who are unable to present a document listed above: <ul style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day care, nursery school record 	<ul style="list-style-type: none"> 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in Part 113 of the Handbook for Employers (M-274).

Refer to the Instructions for more information about acceptable receipts.

Add New Student

Click the [Add New Student](#) hyperlink to add the student you wish to hire.
Clicking the hyperlink will present you with a new page:



Student Payroll Authorization Form

College of the Holy Cross

Academic Year: 2020

Student Information

Empl ID:

PO Box:

Phone Nbr:

Email Address:

Grad Year: 1-9 W4

Work Study & Campus Employment
 Campus Employment Only

Job Information

Dept ID:

Position:

Account:

Start Date: Override

Rate of Pay: \$0.000000 Override

[Cancel & Return](#)

IMPORTANT

Please note that the I-9 check box must be checked in order for a Student to be fully hired. This step is a regulatory requirement dictated by federal employment law and must be completed before the student begins working for the College. For further information on the I9, please refer to the previous section titled "I9 Forms - Importance, Process, Compliance"

This page is divided into two sections. The first section is labeled Student Information and the second is Job Information. As you enter in the information starting at the top, other areas will then be available to select or edit.

Student Information

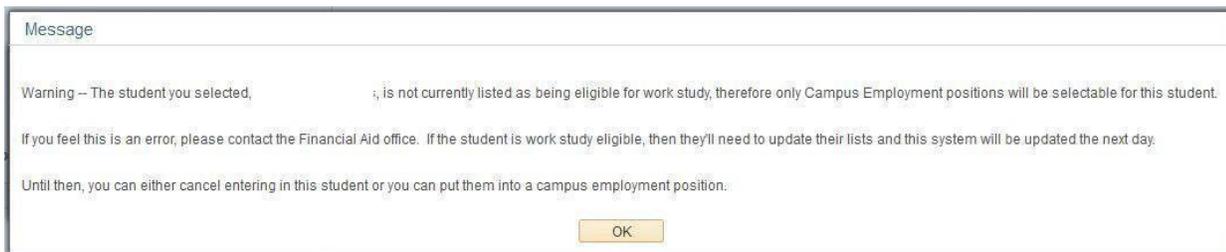
The first step is to enter in the HC ID of the student you are hiring. You can either enter in the ID in the edit box, or you can click on the magnifying glass and search for the student using the dialog box that appears.



The screenshot shows a form titled "Student Information" with the following fields and options:

- Empl ID: [text input box] [magnifying glass icon]
- PO Box:
- Phone Nbr:
- Email Address:
- Grad Year:
- I-9
- W4
- Work Study & Campus Employment
- Campus Employment Only

After you select the student, the system will populate the PO Box, phone number, email address and expected graduation year if available. The system will then check the work study status of the student. If the student is eligible for work study, then the Work Study & Campus Employment check box will be selected, otherwise you will receive a warning message stating that you will only be able to hire the student for campus employment jobs.



The screenshot shows a "Message" dialog box with the following text:

Warning -- The student you selected, [redacted], is not currently listed as being eligible for work study, therefore only Campus Employment positions will be selectable for this student.

If you feel this is an error, please contact the Financial Aid office. If the student is work study eligible, then they'll need to update their lists and this system will be updated the next day.

Until then, you can either cancel entering in this student or you can put them into a campus employment position.

[OK]

The work study list is updated daily by the Financial Aid office.

The system will also check to see if the student has an I-9 on file. If they do not, then you will receive a dialog box alerting you as such.



The screenshot shows a "Message" dialog box with the following text:

Warning -- The student you have selected, [redacted], does not currently have a completed I-9 on file in the system. All student I-9's are being processed electronically.

[OK]

For further information on the I9, please refer to the section titled "I9 Forms - Importance, Process, Compliance"

Job Information

Once you have selected the student and dealt with any error messages that might appear, you would then select the department that the student will be working in.

Department ID

You can type in the department number or click on the magnifying glass to select it from a list. You will only be presented with the option to select departments that you are authorized to hire for.



The screenshot shows a 'Job Information' form. The 'Dept ID' field contains '320123' and has a magnifying glass icon to its right. To the right of the form, the text 'Crossroads' is displayed. Below the 'Dept ID' field is the 'Position' field, which is empty and also has a magnifying glass icon. Below that are the 'Account' field, 'Start Date' field, and 'Rate of Pay' field. The 'Rate of Pay' field contains '\$0.000000'. To the right of the 'Start Date' and 'Rate of Pay' fields are checkboxes labeled 'Override', both of which are currently unchecked.

Position



The screenshot shows the same 'Job Information' form. The 'Dept ID' field is now empty and has a magnifying glass icon to its right. The 'Position' field is empty and has a magnifying glass icon. The 'Account' field is empty. The 'Start Date' field is empty, and the 'Rate of Pay' field contains '\$0.000000'. The 'Override' checkboxes for 'Start Date' and 'Rate of Pay' are still unchecked.

Once you have a department selected, you will then select a position within that department. You can enter the position number for that department or click the magnifying glass and select the position number from the list. If the student is eligible for work study, then you will see both the work study and the campus employment positions listed. Otherwise, you'll only see the campus employment position listed.

Please note: If the primary position you are selecting for the student has additional positions associated with it, you would then see a message listing the additional positions (known to the system as **secondary positions**) the student will be hired into.



The screenshot shows a 'Message' dialog box. The text inside reads: 'Warning -- Since you have entered in position number 00001550 (Campus Employment), the student will also be hired into positions 00001568 (Campus Employment), 00001579 (Campus Employment) and 00002591 (Campus Employment)'. There is an 'OK' button at the bottom center of the dialog box.

Not all positions have secondary positions with them, so this message may not appear.

In the event that you need to change the start date or rate of pay for the student from the default, click the checkbox marked Override to the right of the one you wish to

change and enter in the new date or rate of pay. For example, a Resident Assistant would be starting prior to the move-in date for students, so they would need their start date changed.

Students who return to the dining positions, for example, get a raise upon their second, third and fourth years working for Dining Services. In a situation like this, you would enter in the new rate of pay there.

Saving or Canceling your work

Once you have entered in this information, you would then click the hyperlink labeled **Save & Return** at the bottom of the page. If you want to quit entering this student without saving, click **Cancel & Return** to leave the page without saving.

If you elected to **Save & Return** you would then see the student in the **Previously Entered Students not yet submitted** grid. If the position you hired them into has secondary positions, then those would be listed as well.

Previously Entered Students not yet submitted										Find View All	First	1-4 of 4	Last
Delete?	I9	Empl ID	Name	DeptID	PosNbr	Pay Rate	Entered by	Name	Transfer Results				
<input type="checkbox"/>	<input type="checkbox"/>			320123 Crossroads	00001550 Campus Employment	\$9.000000							
<input type="checkbox"/>	<input type="checkbox"/>			320125 Lobby Shop	00001568 Campus Employment	\$9.000000							
<input type="checkbox"/>	<input type="checkbox"/>			320126 Coffee Shop	00001579 Campus Employment	\$9.000000							
<input type="checkbox"/>	<input type="checkbox"/>			320122 Hogan Kitchen	00002591 Campus Employment	\$9.000000							

Delete Selected

Editing Student Hire Information

In the event that a student's information was entered wrong, you can click the student's name to bring up the job information and make edits.

Job Information ?		
Dept ID: 320111	Kimball Main	Edit Off
Position: 00001442	Campus Employment	
Empl Record: 0	Primary	
Action: Rehire	Rehire	
Account: 320111507210-91-00000	Kimball Main-CE	
Start Date: 08/31/2015 <input type="text"/>	<input checked="" type="checkbox"/> Override	
Requested	Approved	
Rate of Pay: \$9.450000 <input type="checkbox"/> Override	\$0.00	Previous Job Info ?
		CompRate: \$9.350000
		Eff Date: 05/17/2015
<hr/>		
Requested by:	08/31/2015 11:42:31AM	

You click the hyperlink labeled **Edit Off** to turn on the ability to edit.

Job Information [?](#)

Dept ID: 320111	Kimball Main	Edit On
Position: <input type="text" value="00001442"/> 🔍	Campus Employment	
Empl Record: 0	Primary	
Action: Rehire	Rehire	
Account: <input type="text" value="320111507210-91-00000"/>	Kimball Main-CE	
Start Date: <input type="text" value="08/31/2015"/> 📅	<input checked="" type="checkbox"/> Override	
Requested	Approved	
Rate of Pay: <input type="text" value="\$9.450000"/> 🔍	<input type="checkbox"/> Override	\$0.00

Previous Job Info [?](#)

CompRate: \$9.350000

Eff Date: 05/17/2015

Requested by: 08/31/2015 11:42:31AM

You can edit the position number, the account number, the start date, and the rate of pay. *If you want to edit the department number, then you will need to delete this record from the previous page and enter the student again under the correct department.*

When you are done, click **Edit On** to turn off the editing and then click Save & Return at the bottom of the page to save your edits.

Submitting Students

If you are the hiring manager, you will see an additional hyperlink below the **Previously Entered Students not yet submitted** grid labeled **Submit** and an additional column between **Delete?** and **I9** labeled **Submit?**

Previously Entered Students not yet submitted										Find View All	First ↶ 1-4 of 4 ↷ Last
Delete?	Submit?	I9	Empl ID	Name	DeptID	PosNbr	Pay Rate	Entered by	Name	Transfer Results	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			320111 Kimball Main	00001442 Campus Employment	\$9.450000				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			320110 Kimball 2	00001428 Campus Employment	\$9.450000				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			320111 Kimball Main	00001493 Work Study	\$9.350000				
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			320110 Kimball 2	00001434 Work Study	\$9.350000				

Submit Delete Selected

For each student that you wish to submit for hire, the checkbox in the **Submit?** column should be selected. You can only check the submit box for the student's primary job, not the associated secondary positions. Any secondary positions will automatically be selected or de-selected to match the primary job.

When you click the **Submit** hyperlink, you will be asked to enter in your network password. This acts as your electronic signature.

Verify Identity

To protect your privacy, verify your identity by typing your password. If you are not this user, click **Sign Out**.

User ID:

Password:

Click the [Continue] button or hit enter to submit your password. Any questions should be sent to Human Resources at Kronos@holycross.edu.

**MANAGING TIME: A GUIDE FOR MANAGERS,
SUPERVISORS, TIME MANAGEMENT
PERSONNEL**

Managing Time: Managers, Supervisors, Time Management Personnel

Managing time is critical in ensuring employees are:

- Paid Correctly
- Paid On Time
- Hours are Correctly Allocated/Charged to the Appropriate Department/Cost Center

All employees who supervise employees or those that have been designated as **Time Management Personnel** are responsible for the accurate and timely management of:

- ❖ Employee Time/Hours
- ❖ Time Off Requests
- ❖ Employee Schedules

It is best practice and the policy at Holy Cross that employees record their time daily. ***All timecards for the previous week need to be addressed and approved every Monday by 12pm EST for correct payroll processing.***

All managers/supervisors and time keeping personnel should ensure time is being recorded according to the policies at Holy Cross. These policies are located in the employee handbook which can be found at holycross.edu.

Navigating UKG/Kronos for Employee Information

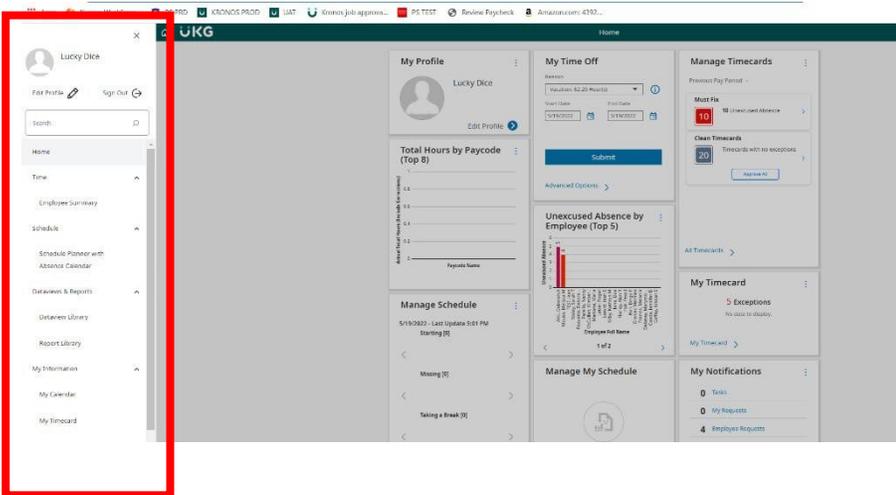
Navigation in Kronos is designed by topic. You have the option to choose menu options from the main menu on the first landing page when accessing UKG/Kronos that focus on the specific topic or area you are working on, or you have the ability to navigate and work on any aspect at an employee level.

Kronos Main Menu

From the first landing page, the main menu is located in the upper left-hand corner, designated by a symbol with three horizontal lines/ellipses. By clicking here, you are able to access employees and data by:

- Time – Employee Summary - Timecards
- Schedule – Employee Schedules
- Dataviews & Reports
- My Information – Your Timecard and Calendar

□ Click the main menu



Navigating by Employee

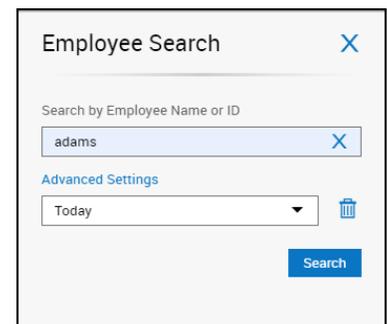
The Employee Search is a global search feature that lets a manager quickly find individual employee records by entering their name or ID. This provides the ability to find the specific employee and then navigate to their timecard or schedule to review or edit information.

To use Employee Search:

1. In the toolbar in the top right of any page, click **Employee Search** to open the **Employee Search** pane



2. Enter the name or ID of the employee you want to find in the **Search by Employee Name or ID** field. You can use the following wild card characters in your search:
 - * - use for a multiple character substitution, such as J* for all names that begin with J.
 - ? - Use for a single character substitution, such as J??n to search for names that begin with J, contain two unknown letters, and end with n.



3. Click **Search**.
4. The results appear in a list. Select the checkboxes of the records that you want to view or edit and click **Go To** to then navigate to the following pages:
 - Timecard
 - Schedule
 - Reports

Note: The Go To navigation option is available throughout the entire application.

Hyperfinds and Date Ranges – Viewing Timecards

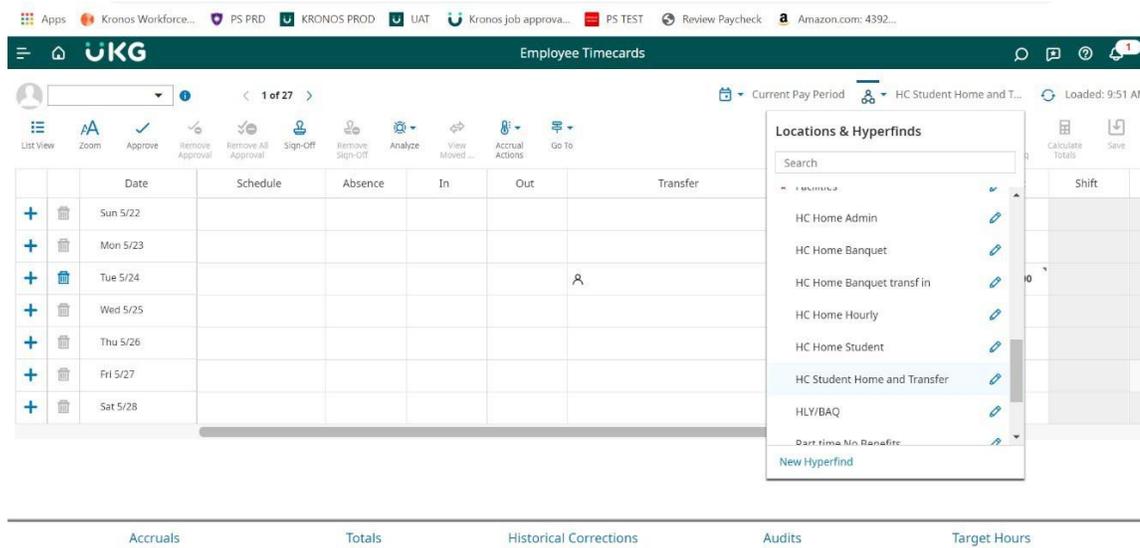
Often, a user has the need to look up data for specific employees on specific dates or within certain timeframes. The Hyperfind and Date Range options when viewing timecards allows the user the ability to filter the data they see. For example, many users can see or have time management responsibilities for more than one **group** of employees beside their direct reports, for example Students. On your profile sits a field called **Employee Group** which identifies which departments you have access to employees in. These two features provide the additional filtering capabilities to select what you need to look at and when.

Hyperfinds

The hyperfind feature located at the top right-hand corner of the Timecard view has several options for you to filter the employees you see. A portion of the hyperfinds you may have access to for filtering the employees you are allowed to access are:

- HC Home Admin – Salaried Exempt Employees
- HC Home Hourly – Hourly Non Exempt Employees
- HC Home Student – Students Whose Primary/Home Job is Equal to Your Employee Group
- HC Student Home and Transfer – All Students Whose Primary/Home Job is Equal to Your Employee Group and Those Who Have Transferred/Charged Hours to Your Employee Group

To access the list of hyperfinds, click the  Hyperfind icon.



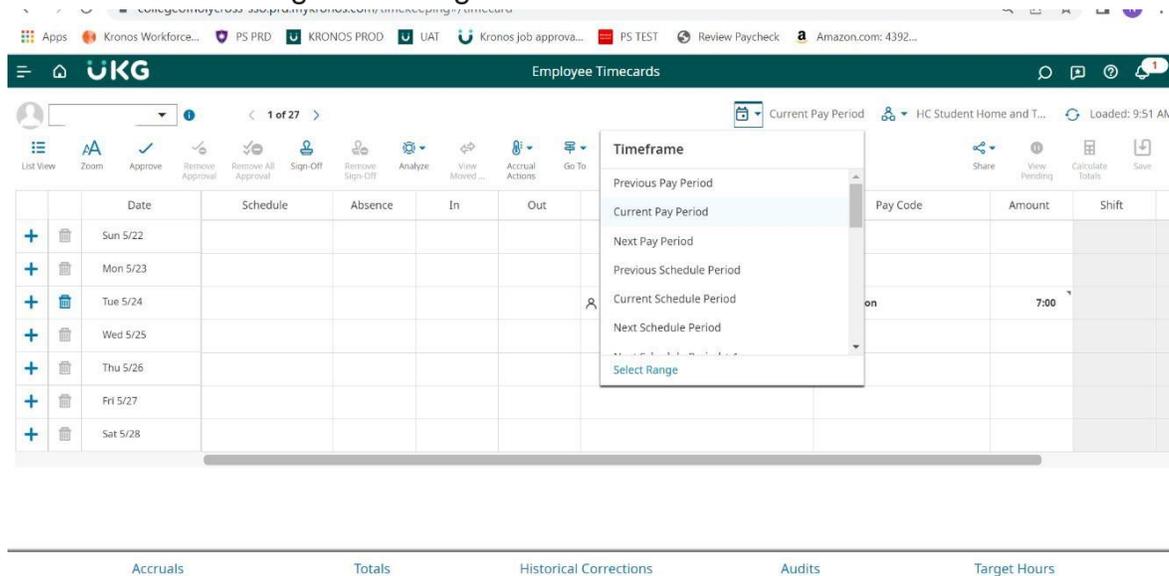
The screenshot displays the UKG Employee Timecards application interface. At the top, there is a navigation bar with the UKG logo and the title "Employee Timecards". Below this, a toolbar contains various icons for actions like "List View", "Zoom", "Approve", "Remove Approval", "Sign-Off", "Analyze", "View Moved...", "Accrual Actions", and "Go To". The main area shows a table with columns for "Date", "Schedule", "Absence", "In", "Out", and "Transfer". The "Date" column lists dates from Sun 5/22 to Sat 5/28. On the right side, a "Locations & Hyperfinds" dropdown menu is open, showing a search bar and a list of options: "HC Home Admin", "HC Home Banquet", "HC Home Banquet transf in", "HC Home Hourly", "HC Home Student", "HC Student Home and Transfer" (which is highlighted), "HLY/BAQ", and "Part time Mn Benefits". Below the menu, there are buttons for "Calculate Totals" and "Save". At the bottom of the interface, there are tabs for "Accruals", "Totals", "Historical Corrections", "Audits", and "Target Hours".

Date Feature

The date feature in the Timecard view allows an additional option to filter what you are looking at or need to find.

To change the date or timeframe you are looking at:

- Select the Calendar icon
- Choose a pre-defined timeframe
- Or Select range for a range of dates



Unable to See A Student in UKG/Kronos

Our Student employees have the ability to work and be hired across many of the departments at the College. As a result, our systems are set up to support this business requirement. Often when a Student is new to a job/department, an administrator and/or supervisor/manager is not able to see that Student's timecard and manage their time. If this occurs, we ask that you follow the steps below to determine if you are able to access the Student's timecard. If not, please do not hesitate to send an email to kronos@holycross.edu for immediate assistance.

- From the main Kronos page, click the 3 ellipse menu icon in the upper right hand corner
- Time
- Employee summary.

This will bring up the timecard view

- From there, select the hyperfind - **All Students & Transferred In**
- Click the calendar icon
- Then click on range
- Choose a range of dates close to a semester the Student worked in your department, i.e. 9/1/2021 to the current date
- Scroll down to the current timeframe or date that you need to log time for or see the employee

Managing Timecards

The Kronos/UKG system is designed to provide managers, supervisors, and personnel who manage employee hours the information they need in the most efficient manner possible. That design is based on exceptions, which are issues with an employee's timecard that need to be reviewed and addressed.

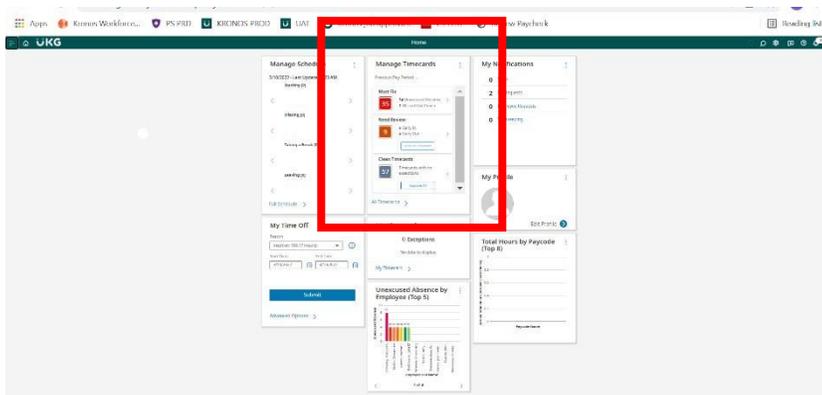
Prior to approving timecards, you must confirm that:

- All Hours Have Been Recorded
- There Are No Missing Punches
- Hours Are Being Correctly Charged/Transferred to Your Department

Manage Timecards Tile

This tile is designed to present you with a summary of the following categories for all of the timecards you manage:

- Must Fix
- Needs Review
- Clean Timecards



Must Fix

These timecards require your review and must be corrected. These will impact an employees pay if not addressed in a timely manner. They contain timecards that:

- Have a Missing Punch
 - To correct the exception, a time entry for the missing punch needs to be made. If not, this will result in the employee being paid incorrectly, which will require a correction to be made through a payroll adjustment.
- Unexcused Absence
 - All hourly employees require a schedule to be paid correctly. Whenever there is no time entered for a scheduled day and there is no other time entry made for that day such as Sick, Vacation, etc. the system records that as an Unexcused Absence, which will result in

the employee being paid incorrectly. This is corrected by adding the appropriate in and out punches or entering an amount of hours.

Needs Review

These timecards require your attention to validate the exception encountered. These include early in or late out time entries based on the employee's schedule. *For more information on Schedules, please see the section titled Schedules.* Once you have determined if the timecard requires a correction and it is made or no action is needed, you can mark the notification as reviewed so it no longer appears in your Needs Review list.

Clean Timecards

These are the timecards with no exceptions. However, you must confirm prior to approving timecards that all employees you are approving have worked in your department. If you oversee Students or manage hourly employees who work in more than just your department, you must confirm the employee worked the hours recorded and are being charged to/transferred to your department correctly. Keep in mind that this data is also used for financial/budgeting reporting.

Transferred/Charged Time—For *Students and Hourly Employees Who Work in More than One Department*

If you manage time for Students or Hourly employees who can be hired and work in multiple departments, the hours must be charged/transferred correctly. This only applies to work **outside** of their primary job/department, and adhering to these guidelines ensures proper budget allocation when the data is processed in payroll and finance.

Where To Find The Primary Job and Department

The primary job of an employee can be located by clicking the transfer option on a row in the timecard that has a time entry. *Please see Transferring Time in the Employee Recording and Management of Time or Student Recording Time sections in this document for more information.*

Seeing Students Who Charged/Transferred Time To Your Department That Should Not Have? – Identifying Who Approved That Time

If you do see time being charged/transferred to your department in error, you can run a dataview, which is an online report to view who approved the time. See Dataviews in the Report and Dataview section below.

Time Entry Methods

There are several ways an employee can enter time, perform transfers, review accruals, and submit time off requests. Depending on the access granted to the employee, time can be recorded by using:

- A Device/Clock
- Mobile Application
- Desktop Application: Computer, Laptop, Tablet

For more information on time entry methods, please see the Employee Recording Time section in this document.

Editing Time – Timecard Management

Oftentimes, an employee's timecard requires a correction. Depending on your security level, you are able to perform the following edits:

- Add, Edit and Delete Punches
- Add/Edit A Transfer
- Add/Edit Pay Codes and Hours

Add, Edit, and Delete Punches

To add or edit punches:

1. Click in a cell under the **In** column to enter a start time for the employee's shift, or **Out** column to enter an end time for the shift.
2. Type in the time using your keyboard. Enter times in the standard time format of AM/PM or 24-hour format.
3. Click **Save**.

To delete punches:

1. Select the punch, then press **Delete** on your keyboard.
2. Or click the Trash can icon on the row of time you want to delete.
3. Click **Save**.

Adding A Pay Code and Hours

This job aid explains how to add a pay code and hours.

About Pay Code Additions

Paycode additions can be done for the current and or previous pay period if that pay period has not been signed off of yet.

For paycode additions outside of the current and signed off pay period, please contact HR by email at Kronos@holycross.edu.

- Select the employee
- Go To – Select the timecard
- Select the appropriate date range or pay period
- On the date you are looking to add the pay code and hours, click in the pay code field and the drop down
- Select the appropriate pay code
- Click in the hours field and enter the number of hours
- Click Save

Reviewing Timecards

It is critical that you review timecards for accuracy and correct time management. You can manage this process by using the previously mentioned steps in Managing Timecards as well as reviewing Totals.

To view all timecards

- Either Select All Timecards from the Manage Timecards tile, or
- Go to upper left corner of screen and select the  >Time, Employee Summary.

Approve Employee Timecards

When your employee timecards are ready for payroll processing, you approve their timecards.

To approve from the timecard summary page:

- Access the Main Menu
- Time
- Employee Summary.
- Click the Check All box
- Or:** You can Select An Employee and Open their Timecard
- Click Approve

Once approved, the background color of the timecard is gray.

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+		Mon 1/01										
+		Tue 1/02										
+		Wed 1/03										
+		Thu 1/04										
+		Fri 1/05										
+		Sat 1/06										
+		Sun 1/07										
+		Mon 1/08	7:00 AM - 3:30 PM		7:00 AM	3:30 PM				8:30	8:30	8:30
+		Tue 1/09	7:00 AM - 3:30 PM		7:00 AM	3:30 PM				8:30	8:30	17:00
+		Wed 1/10	7:00 AM - 3:30 PM		7:00 AM	3:30 PM				8:30	8:30	25:30
+		Thu 1/11	7:00 AM - 3:30 PM		7:00 AM	3:30 PM				8:30	8:30	34:00
+		Fri 1/12	7:00 AM - 3:30 PM		7:00 AM	3:30 PM				8:30	8:30	42:30
+		Sat 1/13										42:30
+		Sun 1/14										42:30

To remove approval from a timecard:

There may be times where you need to edit a timecard you have previously approved, if so you need to remove the approval:

- Access the employee's timecard that you wish to remove sign-off.
- From the Actions bar, click **Remove Approval**. In the confirmation box, click **Yes**.

Note:

You cannot remove approval after the pay period has been signed-off on by Payroll.

Reports and Dataviews

As a manager, supervisor or personnel who manage time for employees, you have access to Reports and Dataviews. These can be run from any employee view by accessing the Go To

menu, and clicking Reports, or by accessing the Reports and Dataviews menu from the main menu located on the first landing page of UKG/Kronos.

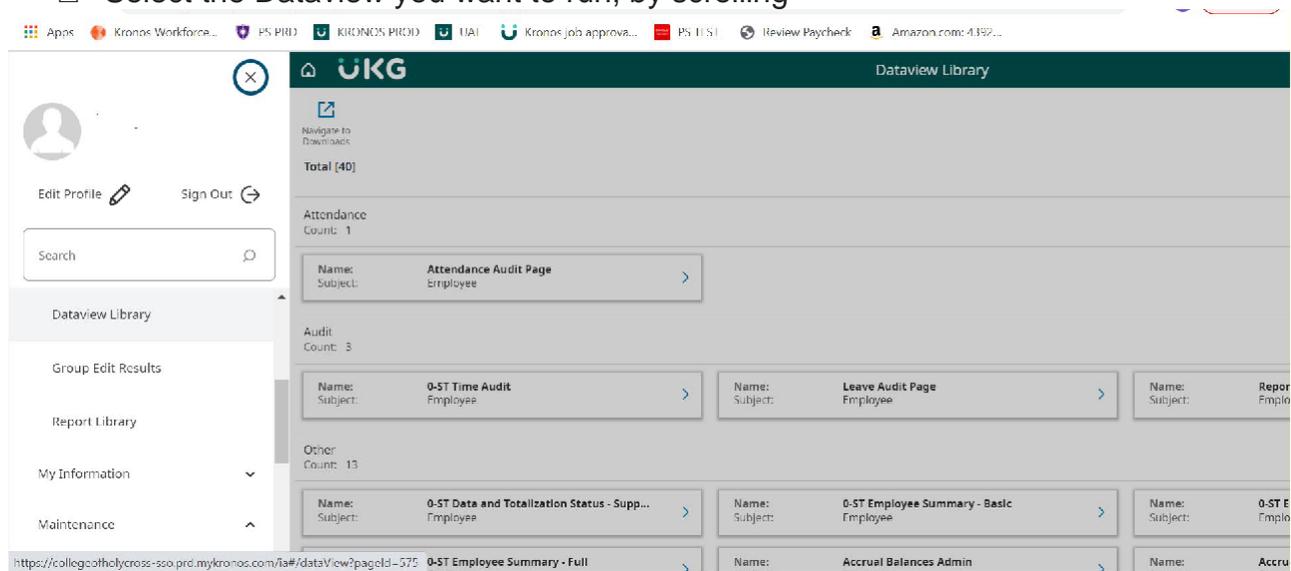
Dataviews

Dataviews are online reports that can be run for a variety of reasons. They can be run for any timeframe and for different groups of employees via selecting hyperfinds, as well as for a specific employee by filtering the view. There are several actions you can perform on the data in the dataview. You can also download the data to a file or print it.

In order to use the Approve Time Dataview (which allows you to see who approved time charged to your department as mentioned in the previous section regarding **Seeing Students Who Charged/Transferred Time To Your Department That Should Not Have? – Identifying Who Approved That Time**) here are the navigation steps:

Running a Dataview

- Click the Main Menu – in the upper left hand corner, the 3 ellipse icon
- Expand the Dataviews & Reports Menu
- Click Dataviews
- Select the Dataview you want to run, by scrolling



After selecting the dataview you want to run, click Open Dataview

The dataview will open and you can select any timeframe or hyperfind you want in order to filter the data given by the dataview.

Employee Full Name	Employee Approval Status	Manager Approval Status	Approving Managers	Unexcused Absence Ind...	Totals Up To Date Indica...	Employee Pay Rule
...					✓	Student Regular
...					✓	0 Stand Hours w/30 min lunch
...					✓	Student Regular
Patrick	NONE	FULL	barbara A		✓	REG-10:30 Min
Martin					✓	Admin
Brandon	NONE	FULL	Cynthia C		✓	Public Safety Officers-No Lun...

You can also filter the data you are looking at even further by selecting the Refine icon located in the upper right hand corner of the page. For example, if you want to see a specific employee in the list you are looking at, you can click Refine.

- Click Refine
- Expand Employee Full Name
- Key in the entire name or partial last name
- Click Apply

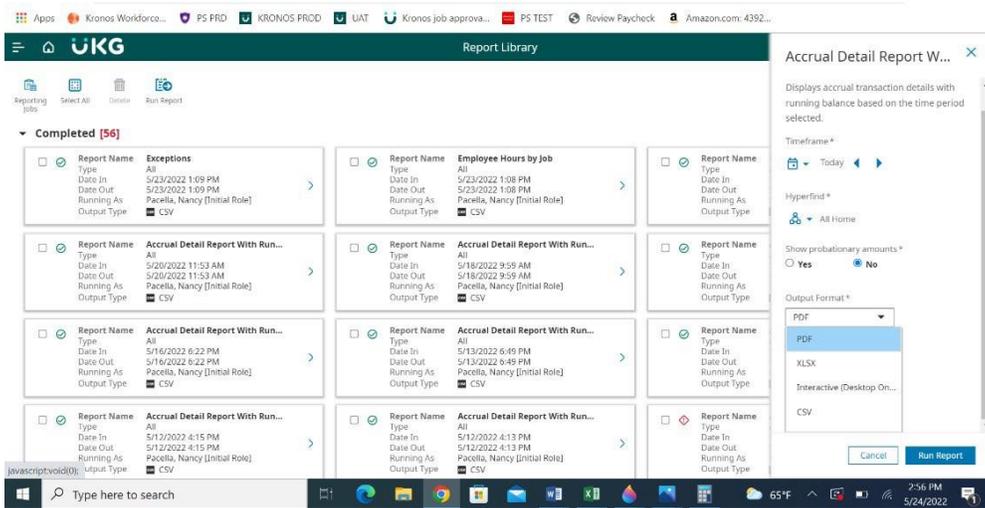
Report Library

The reports you have access to depend on your user access. When running a report from an employee by using the Go To menu, the report automatically is run for the specific employee you have pulled up. If you are looking to run the report for a group of employees you have access to, you will need to navigate to the Reports Library from the main menu on the first landing page of UKG/Kronos.

Running a Report

- Click the Run Report Icon
- Expand the Reports Menu for the Topic You Want to Run a Report for
- Click the Report You Want to Run
- Click Select

The report options will appear.



- Select the Timeframe by clicking the calendar icon
- Select the Hyperfind for the group of employees you want to run the report for
- Select the desired Output Format
- Click Run Report

Accruals

Employee accruals can be viewed by following the previously described steps in the Employee Managing Time section. In addition, as a manager/supervisor or personnel who manages time for employees, you have the option of running the **Accrual Detail Report with Running Balance**. This report is an all-encompassing source of accrual data providing:

- Accrual Code – Vacation, Personal Time, Floating Holiday, etc.
- Amount - Hours
- Action – Taken, Granted, etc.
- Running Balance – Accumulating Balances Over the Date Range Selected
- Credit Amount – Amount of Time Taken
- Debit Amount – Amount of Time Granted/Added To Accrual
- Pay Code – Type of Accrual Pay Code

This report can be run from the Go To menu when you are on an employee Timecard or by accessing the Report Library as noted above, and expanding the All option and the **Accrual Detail with Running Balance Report**.

UKG Report Library

Reporting Select All Delete Run Report

Completed [56]

<input type="checkbox"/> <input checked="" type="checkbox"/> Report Name Exceptions Type All Date In 5/23/2022 1:09 PM Date Out 5/23/2022 1:09 PM Running As Pacella, Nancy [Initial Role] Output Type CSV	<input type="checkbox"/> <input checked="" type="checkbox"/> Report Name Employee Hours by Job Type All Date In 5/23/2022 1:08 PM Date Out 5/23/2022 1:08 PM Running As Pacella, Nancy [Initial Role] Output Type CSV	<input type="checkbox"/> <input checked="" type="checkbox"/> Report Name Type Date In Date Out Running As Output Type
<input type="checkbox"/> <input checked="" type="checkbox"/> Report Name Accrual Detail Report With Run... Type All Date In 5/20/2022 11:53 AM Date Out 5/20/2022 11:53 AM Running As Pacella, Nancy [Initial Role] Output Type CSV	<input type="checkbox"/> <input checked="" type="checkbox"/> Report Name Accrual Detail Report With Run... Type All Date In 5/18/2022 9:59 AM Date Out 5/18/2022 9:59 AM Running As Pacella, Nancy [Initial Role] Output Type CSV	<input type="checkbox"/> <input checked="" type="checkbox"/> Report Name Type Date In Date Out Running As Output Type
<input type="checkbox"/> <input checked="" type="checkbox"/> Report Name Accrual Detail Report With Run... Type All Date In 5/16/2022 6:22 PM Date Out 5/16/2022 6:22 PM Running As Pacella, Nancy [Initial Role] Output Type CSV	<input type="checkbox"/> <input checked="" type="checkbox"/> Report Name Accrual Detail Report With Run... Type All Date In 5/13/2022 6:49 PM Date Out 5/13/2022 6:49 PM Running As Pacella, Nancy [Initial Role] Output Type CSV	<input type="checkbox"/> <input checked="" type="checkbox"/> Report Name Type Date In Date Out Running As Output Type
<input type="checkbox"/> <input checked="" type="checkbox"/> Report Name Accrual Detail Report With Run... Type All Date In 5/12/2022 4:15 PM Date Out 5/12/2022 4:15 PM Running As Pacella, Nancy [Initial Role] Output Type CSV	<input type="checkbox"/> <input checked="" type="checkbox"/> Report Name Accrual Detail Report With Run... Type All Date In 5/12/2022 4:13 PM Date Out 5/12/2022 4:13 PM Running As Pacella, Nancy [Initial Role] Output Type CSV	<input type="checkbox"/> <input checked="" type="checkbox"/> Report Name Type Date In Date Out Running As Output Type

Select Report

- > Audit
- > Healthcare Analytics
- > Leave
- > Scheduler
- ▼ Timekeeping
 - Absent Employees
 - Accrual Debit Summary
 - Accrual Detail Report
 - Accrual Detail Report With Running Balance**
 - Displays accrual transaction details with running balance based on the time period selected.
 - Accrual Reporting Period Summary
 - Actual vs Schedule by Job

Cancel Select

Timecard Shading

Shading of a timecard represents various conditions/state of the timecard. They are as follows:

- Yellow background - Timecard approved by employee but not by manager.
- Light Purple background - Timecard approved by manager but not by employee.
- Green background - Timecard approved by both employee and manager.
- Grey Crosshatch - Timecard has been signed off.
- Blue background - Totals cannot be edited.

Yellow background	Timecard approved by employee but not by manager.
Light purple background	Timecard approved by manager but not by employee.
Green background	Timecard approved by both employee and manager.
Gray crosshatch	Timecard has been signed off.
Blue background	Totals. Totals cannot be edited.

**UKG/KRONOS
STUDENT GUIDE
HOW TO RECORD TIME/HOURS**



YOU ARE NOT PERMITTED TO WORK UNLESS YOU HAVE COMPLETED THE US DEPARTMENT OF CITIZENSHIP AND IMMIGRATION SERVICES I9 FORM BY VISITING HUMAN RESOURCES WITH YOUR REQUIRED PROOF OF CITIZENSHIP DOCUMENTATION.

**IF YOU RECEIVE A X WHEN SWIPING AT A DEVICE/CLOCK
OR
ARE UNABLE TO ACCESS THE UKG/KRONOS SYSTEM**

THIS INDICATES YOU ARE NOT ACTIVE IN THE SYSTEM AND UNABLE TO RECORD TIME.

IMMEDIATELY CONTACT YOUR MANAGER/SUPERVISOR

STUDENTS: RECORDING TIME

As a student employee, you are required to record your hours each time you start and finish working here at Holy Cross. You are also required to perform a Transfer at the start of any work that is outside of your primary/home department.

System of Record and Access

The UKG/Kronos system is the system of record that is used for time management. This is the source that collects and processes your hours that are then sent to payroll for processing. There are 3 ways to use the UKG/Kronos system:

- Mobile Application
- Device/Clock
- Desktop Application

Access to the system is controlled via single sign on and authenticated via your Holy Cross Google account. Please make sure that you are logged in to Google/Gmail before accessing the UKG/Kronos system. If not, you will need to sign in with your full email address and passphrase.

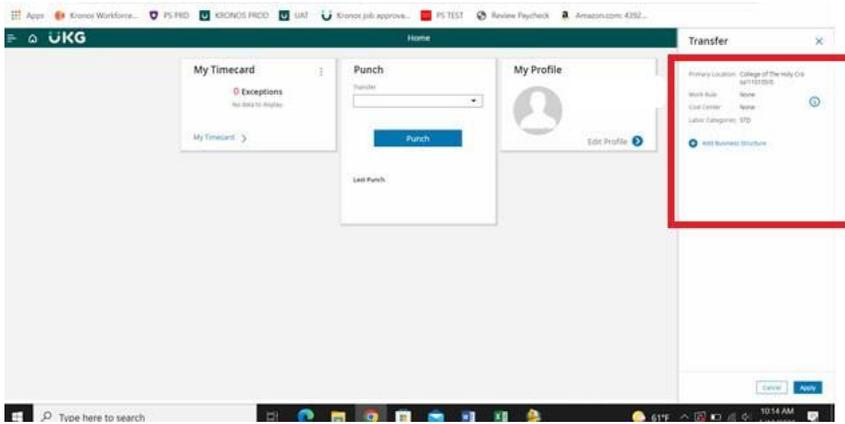
- From the Holycross.edu site, select Audience, Faculty and Staff or click <https://www.holycross.edu/faculty-staff>
- From the “Employee Resources” section, select **Kronos Time Entry**

Primary/Home Department and the Other Departments I Have Been Hired In

Student employees at Holy Cross can be hired to work in a multitude of jobs and departments across multiple semesters. The system used to process your hours and pay are set up to support that business requirement, and ensures hours are billed to the correct departments from a Finance perspective.

There are two ways to determine what your Primary/Home department is.

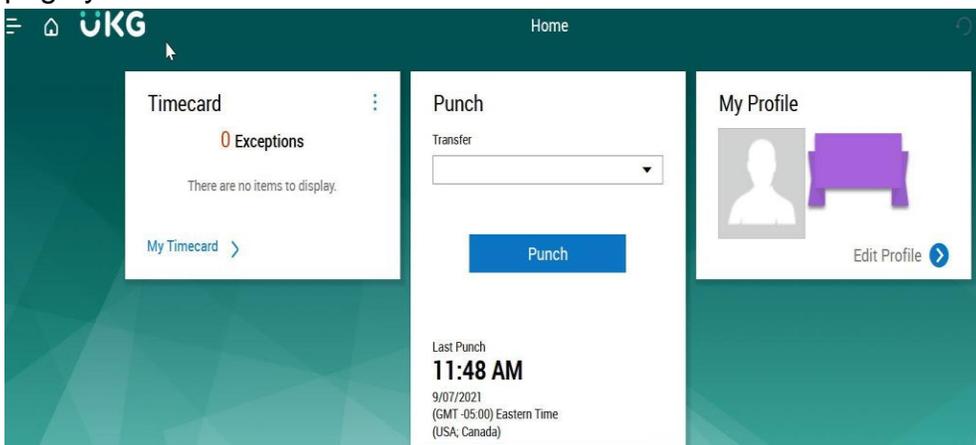
1. Each time you are hired for a job, an email is sent to your Holycross.edu account that lists your primary/home department as well as any other jobs and departments you have been hired in.
2. When using UKG/Kronos to log your time and perform a transfer, the primary/home department is listed in the Transfer Window.



If you have forgotten to perform a Transfer at the start of working for a department outside of your primary/home department, please contact that job's hiring supervisor/manager. You can also view your Timecard and the Transfer column for that day. Instructions on how to do so are described later in this document.

Recording Time – Using the Desktop Application

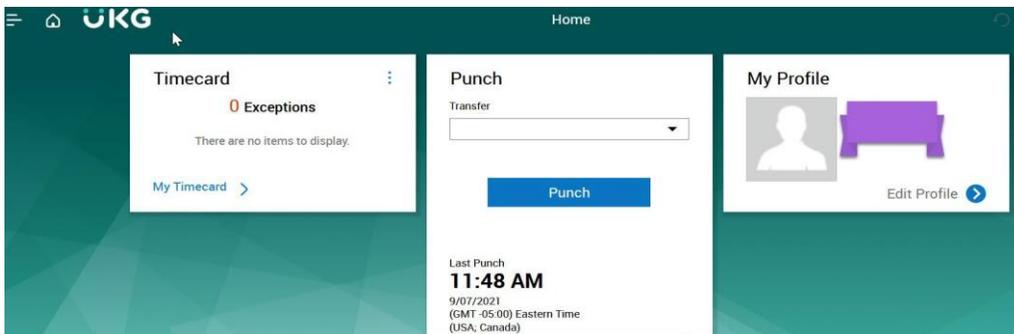
When accessing the UKG/Kronos system using the desktop version of the application, the first page you will see is as follows:



Use the Punch Tile

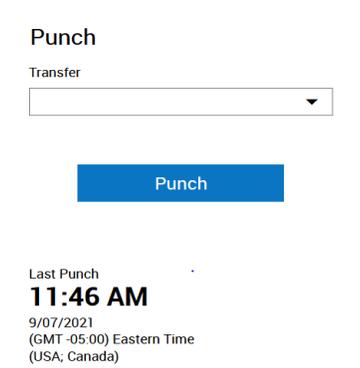
The Punch tile can be used to:

- Record In and Out Punches
- Transfer – When Working in Another Department than Your Primary/Home Department.



Record In and Out Punches

When you are working for your primary/home department and want to record the start and end times for the time you are working, please select **Punch**



Punch

Transfer

Punch

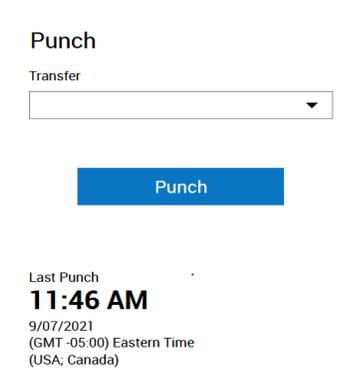
Last Punch
11:46 AM
9/07/2021
(GMT -05:00) Eastern Time
(USA, Canada)

A green success message appears at the top, along with the time of the punch updated at the bottom. If you receive an error message, please send an email to Kronos@holycross.edu.

Transfer Feature –

When working outside of your primary/home job department it is **imperative** that you select the Transfer feature in the Punch tile. *Any time not transferred defaults to your primary/home department.*

IMPORTANT – You only have to select the Transfer feature **ONCE** at the start/in of work for that department.



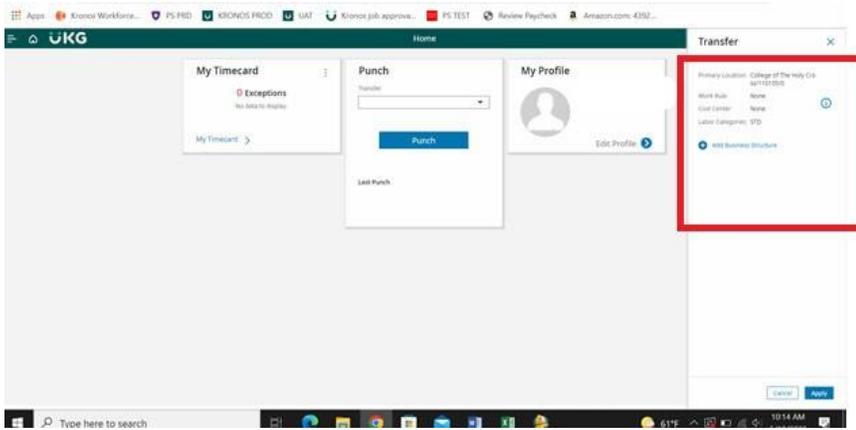
Punch

Transfer

Punch

Last Punch
11:46 AM
9/07/2021
(GMT -05:00) Eastern Time
(USA, Canada)

- Click Transfer
- Select More
- Expand the + Add Business Structure in the Transfer window

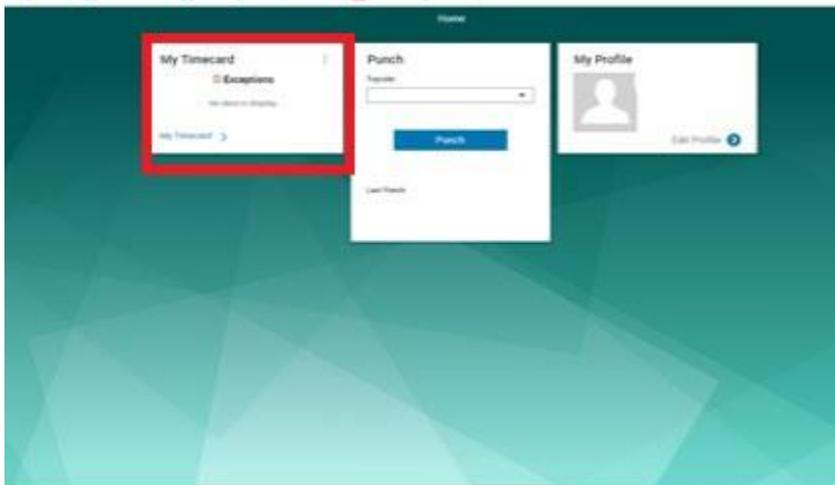


- Type the department number you are working for
- Select the 0 record that appears
- Click OK

View Timecard

To make sure you have all of your time recorded and have transferred your time correctly, you should review your Timecard for the days you want to validate.

- Click My Timecard. It will default to the Current Pay Period.



- To view a different time frame, click the down arrow at top right where it says Current Pay Period and select a different time frame.

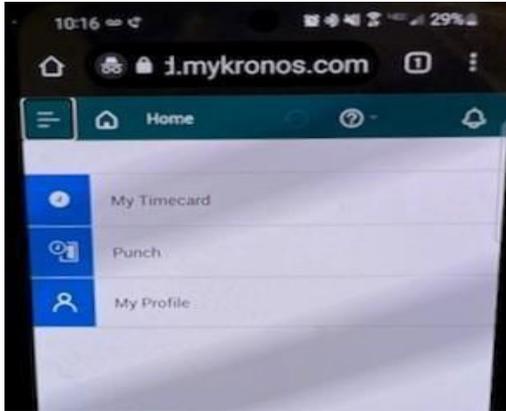
USING THE MOBILE APP

You are able to complete the following transactions when using the mobile app. Please follow the same steps as outlined above for the corresponding features:

- Punch Feature - Record In and Out Punches and To Complete a Transfer
- View Your Timecard

- From Your Mobile Device Go to <https://www.holycross.edu/faculty-staff>

- From the “Employee Resources” section, select **Kronos Time Entry**
- The following menu will appear



VIA THE CLOCK/DEVICE

The UKG/Kronos devices are touchscreen and located throughout campus. If you require assistance locating a device, please follow up with your hiring supervisor/manager.

You are able to complete the following transactions at the clock/device:

- Swipe - Record In and Out Punches and Completing a Transfer
- View Your Timecard

Swipe – Recording Time

To record the start and end times for the time you are working, you need to swipe in and out. If working for your primary/home department, you should swipe at the start and again at the end of work.

- Swipe your badge on the right hand side of the clock/device

Transfer Feature –

When working outside of your primary/home job department it is **imperative** that you select the Transfer feature in the Punch tile. To identify your primary/home department and other departments you have been hired into, please see the FAQ section at the end of this document. *Any time not transferred defaults to your primary/home department.*

IMPORTANT – You only have to select the Transfer feature **ONCE** at the start of work for that department.

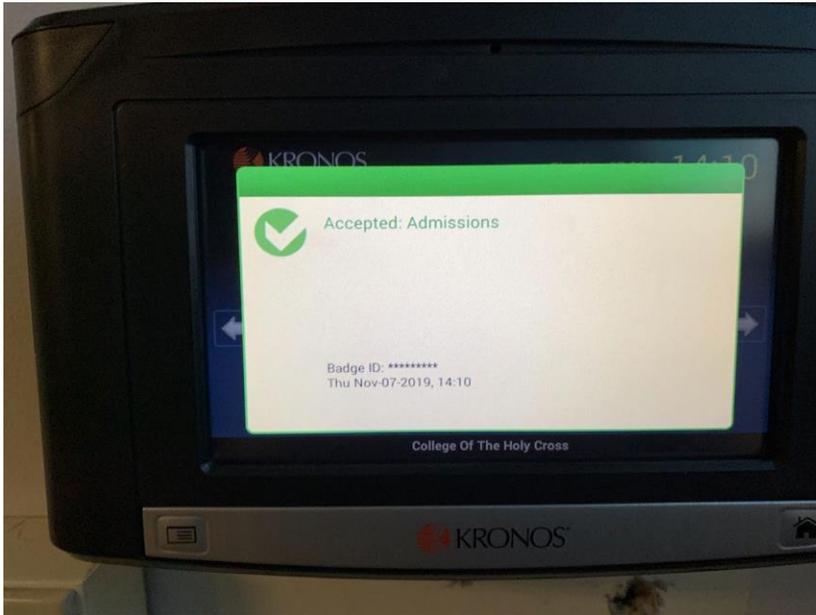
- Using the touchscreen using the left and right arrows at the bottom of the screen, locate the department you are working in
- Press the icon for the department you are working in



- A message to swipe will appear
- Swipe your badge



You will receive an Accepted message



To View Your Timecard

If you want to see the time recorded on your timecard including the departments you transfer to, use the touchscreen's right arrow to find and select the **My Timecard** option.