Time-Reporting Instructions for Graduate Assistants

In order to qualify for each increment of pay, a graduate assistant is required to report and approve his or her weekly service hours in the UKG/Kronos timekeeping system using the following steps:

1. Prior to the end of each biweekly pay period, access the UKG/Kronos timekeeping system at https://indianastate-sso.prd.mykronos.com/wfd/home .
2. Log in using your Sycamore ID; you should be presented with your timecard. If you do not see your timecard, click the "Manage Timecards" block.
   a. Note: If you have another student job in addition to your assistantship, you may see time entries for the other job on your timecard. Do not make any changes to those entries.
3. Assure that the Time Period field, which appears under your name, is correct for the pay period you are reporting (Previous Pay Period or Current Pay Period), depending upon when you are logging in.
4. Click on a date within the first week of the pay period. In the Pay Code column select "Grad Assistant Hours" from the drop-down.
   a. In the Amount column, enter the number of hours worked on your assistantship that week.
5. Repeat the steps in #5 to enter hours for the second week of the pay period.
6. Click on Save in the upper left portion of the timecard to save your entries.
7. When entries are complete for the pay period, apply your approval by clicking on the Approval tool and select Approve. Your timecard is now ready for supervisor approval and timekeeper sign off.
8. Remember that the hours you report on the UKG/Kronos timecard are for ACA tracking purposes only, and that your pay will be issued in equal increments that total the amount of your semester or academic year stipend.
9. Repeat Step 4 for the second week of the pay period. Your timecard should look similar to this example:

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sat 7/24												
Sun 7/25												
Mon 7/26												
Tue 7/27												
Wed 7/28												
Thu 7/29												
Fri 7/30		Grad Assista…	20.0								20.0	20.0
Sat 7/31												20.0
Sun 8/01												20.0
Mon 8/02												20.0
Tue 8/03												20.0
Wed 8/04												20.0
Thu 8/05												20.0
Fri 8/06		Grad Assista…	20.0								20.0	40.0

10. If you also hold a non-exempt student job concurrently with your graduate assistantship, your Kronos timecard will reflect time worked on all your jobs. Your timecard will look similar to this example:

Date	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
Sat 7/24												
Sun 7/25												
Mon 7/26				9:11AM	;///U0420101///	12:17PM				3.1	3.1	3.1
Tue 7/27				5:25PM	;///U0420101///	6:51PM				1.5	1.5	4.6
Wed 7/28												4.6
Thu 7/29				8:00AM	;///U0420101///	11:59AM				4.0	4.0	8.6
Fri 7/30												8.6
Sat 7/31												8.6
Sun 8/01												8.6
Mon 8/02												8.6
Tue 8/03												8.6
Wed 8/04												8.6
Thu 8/05												8.6
Fri 8/06		Grad Assista…	20.0								20.0	28.6

11. In either case, you will need to approve your graduate assistant hours electronically at or near the end of the pay period. Click on the drop-down Approve Timecard, located beneath you name. Select Approve Timecard. Your timecard is now ready for the authorized person in your department to apply the Manager Approval and complete any further steps required for payroll processing.

12. If you need to edit your timecard after you have applied the electronic approval, you must first remove your approval by selecting Remove Timecard Approval from the Approvals drop-down. Be sure to re-approve after your final edit. If the Manager Approval has also been applied, the person who applied that approval will need to remove it before you can remove your Employee Approval.

13. Please note: Sometimes a biweekly pay period will include only one week during which a graduate assistant is required to work under the terms of the assistantship agreement. The pay period that includes Thanksgiving week is an example, and in some years the first and/or last pay period of each semester will also be applicable. Be sure to enter hours worked only on the week that is covered by

your assistantship agreement; any hours worked on non-covered weeks should be applied to a separate job which your department can set up through Student Employment Programs.