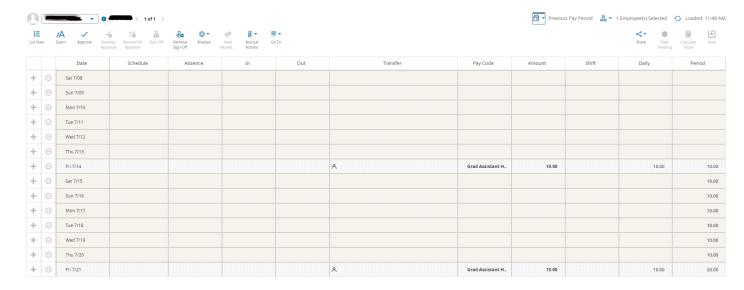# Time-Reporting Instructions for Graduate Assistants

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

1. Prior to the end of each biweekly pay period, access the UKG Dimensions timekeeping system at https://indianastate-sso.prd.mykronos.com/ .
2. Log in using your university email and password.
3. Your homepage will display with various tiles. Select the My Timecard tile.
4. 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.
5. Assure that the Time Period field, which appears in the upper right, is correct for the pay period you are reporting (Previous Pay Period or Current Pay Period), depending upon when you are logging in.
6. 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.
7. Repeat the steps in #6 to enter hours for the second week of the pay period.
8. Click on Save in the upper right portion of the timecard to save your entries.
9. When entries are complete for the pay period, apply your approval by clicking on Approve (located on the upper left). Your timecard is now ready for supervisor approval and timekeeper sign off.
10. Remember that the hours you report on the Dimensions 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.
11. Your timecard should look like this after your time is entered:

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

		Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift	Daily	Period
+	⊖	Sat 7/08										
+	⊖	Sun 7/09										
+	⊖	Mon 7/10			3:00 PM	5:00 PM	⅄ ...ness Engagement Center Marketing Coordinator;;;;				2.00	2.00	2.00
+	⊖	Tue 7/11			3:00 PM	5:00 PM	⅄ ...ness Engagement Center Marketing Coordinator;;;;				2.00	2.00	4.00
+	⊖	Wed 7/12					⅄	Grad Assistant H...	20.00			20.00	24.00
+	⊖	Thu 7/13			3:00 PM	5:00 PM	⅄ ...ness Engagement Center Marketing Coordinator;;;;				2.00	2.00	26.00
+	⊖	Fri 7/14											26.00
+	⊖	Sat 7/15											26.00
+	⊖	Sun 7/16											26.00
+	⊖	Mon 7/17			3:00 PM	5:00 PM	⅄ ...ness Engagement Center Marketing Coordinator;;;;				2.00	2.00	28.00
+	⊖	Tue 7/18			3:00 AM	5:00 AM	⅄ ...ness Engagement Center Marketing Coordinator;;;;				2.00	2.00	30.00
+	⊖	Wed 7/19					⅄	Grad Assistant H...	20.00			20.00	50.00
+	⊖	Thu 7/20			3:00 PM	5:00 PM	⅄ ...ness Engagement Center Marketing Coordinator;;;;				2.00	2.00	52.00
+	⊖	Fri 7/21											52.00

13. In either case, you will need to approve your graduate assistant hours electronically at or near the end of the pay period. Select Approve in the upper left side of the 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.
14. If you need to edit your timecard after you have applied the electronic approval, you must first remove your approval by selecting Remove Approval. 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.
15. 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.