

# Kronos Timekeeping

Graduate Assistants

- Affordable Care Act requires all hours worked to be reported & tracked
- Hours worked at multiple jobs can be viewed by each supervisor/timekeeper

**Why Kronos?**

- Hours reported in Kronos are for ACA compliance purposes only.
- It is important to accurately reflect number of hours actually worked in order to comply with the Affordable Care Act. You should accurately report the number of hours worked for the week.
- Graduate Assistants will not enter clock in/clock out times; only total hours per week.
- Pay will remain at the hours per week shown on the pay authorization (10, 15, 20). It is assumed GA's will work on average per week the number of hours indicated on the pay authorization.
- Your hours per week should not exceed the number of hours stated on the pay authorization.

## Important Points

- You may work at another position on campus as long as total weekly hours do not exceed 28 per week (20 for International Students). Graduate Assistantship hours do not fluctuate.

Example: If an assistantship is established for 20 hours, the student position hours may not exceed 8 hours. If the student works less than 20 hours at the assistantship in one week, the student still may not exceed 8 hours at the student position.

## Important Points

- Begins Thursday prior to the start of a given semester
- Ends Friday preceding commencement
- Graduate Assistantship and Scholarship/Fee Waiver Award Guidelines are available at:  
<http://www.indstate.edu/gradexpress/ga-guidelines.pdf>

## **Term of Appointments**

- Pay Schedule located on Payroll Website:
  - <http://www2.indstate.edu/payroll/link1/index.htm>
  - 9 Equal payments Fall 2018
  - 9 Equal payments Spring 2019
  - 1<sup>st</sup> Payment is September 7th
  - Pay periods are two weeks. Begin on a Saturday, end on a Friday
  - Timecard approvals are due by end of day on the Friday the pay period ends.

## Payment Schedule

- Log In:

<https://kronos.indstate.edu/wfc/logon>

Log in using your University ID.



KRONOS®

Indiana State University Version 8.1.0

Production

Environment

User Name

Password

# Entering Hours In Kronos

Approve Timecard   
  Sign Off   
  Accruals Actions

		Date	Schedule	Pay Code	Amount	In	Transfer	Out	In
<input type="checkbox"/>	<input type="checkbox"/>	Sat 8/04							
<input type="checkbox"/>	<input type="checkbox"/>	Sun 8/05							
<input type="checkbox"/>	<input type="checkbox"/>	Mon 8/06							
<input type="checkbox"/>	<input type="checkbox"/>	Tue 8/07							
<input type="checkbox"/>	<input type="checkbox"/>	Wed 8/08							
<input type="checkbox"/>	<input type="checkbox"/>	Thu 8/09							
<input type="checkbox"/>	<input type="checkbox"/>	Fri 8/10		Grad Assi...					
<input type="checkbox"/>	<input type="checkbox"/>	Sat 8/11		Vacation Pa...					
<input type="checkbox"/>	<input type="checkbox"/>	Sun 8/12		Winter Rece...					
<input type="checkbox"/>	<input type="checkbox"/>	Mon 8/13		Community					
<input type="checkbox"/>	<input type="checkbox"/>	Tue 8/14		Do Not Use -					
<input type="checkbox"/>	<input type="checkbox"/>	Wed 8/15		Grad Assista					
<input type="checkbox"/>	<input type="checkbox"/>	Thu 8/16		ISU Closing					
<input type="checkbox"/>	<input type="checkbox"/>	Fri 8/17		Non-Cash Ac					
<input type="checkbox"/>	<input type="checkbox"/>			Prior Pay Pe					

# Entering Hours in Kronos

Select Correct Time Period – Current or Previous

Select "Grad Assistant Hours" pay code



✓  
Approve  
Timecard

Qj  
Sign Off

Accruals  
Actions

		Date	Schedule	Pay Code	Amount	In	Transfer	Out	In
+	×	Sat 8/04							
+	×	Sun 8/05							
+	×	Mon 8/06							
+	×	Tue 8/07							
+	×	Wed 8/08							
+	×	Thu 8/09							
+	×	Fri 8/10		Grad Assi...	17.0				
+	×	Sat 8/11							
+	×	Sun 8/12							
+	×	Mon 8/13							
+	×	Tue 8/14							
+	×	Wed 8/15							
+	×	Thu 8/16							
+	×	Fri 8/17							

# Entering Hours in Kronos

Key total weekly hours worked

Approve Timecard Sign Off Accruals Actions

Approve Timecard Remove Timecard Approval

	Schedule	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Period
<input type="checkbox"/>	Sat 8/04											
<input type="checkbox"/>	Sun 8/05											
<input type="checkbox"/>	Mon 8/06											
<input type="checkbox"/>	Tue 8/07											
<input type="checkbox"/>	Wed 8/08											
<input type="checkbox"/>	Thu 8/09											
<input checked="" type="checkbox"/>	Fri 8/10	Grad Assi...	17.0								17.0	17.0
<input type="checkbox"/>	Sat 8/11											17.0
<input type="checkbox"/>	Sun 8/12											17.0
<input type="checkbox"/>	Mon 8/13											17.0
<input type="checkbox"/>	Tue 8/14											17.0
<input type="checkbox"/>	Wed 8/15											17.0
<input type="checkbox"/>	Thu 8/16											17.0
<input checked="" type="checkbox"/>	Fri 8/17	Grad Assi...	20.0								20.0	37.0

# Approve Your Timecard

Employee Approval is Required (make sure weekly hours do not exceed 28, 20 for international students)

		Date	Schedule	Pay Code	Amount	In	Transfer	Out	In
<input type="checkbox"/>	<input type="checkbox"/>	Sat 8/18							
<input type="checkbox"/>	<input type="checkbox"/>	Sun 8/19							
<input type="checkbox"/>	<input type="checkbox"/>	Mon 8/20							
<input type="checkbox"/>	<input type="checkbox"/>	Tue 8/21							
<input type="checkbox"/>	<input type="checkbox"/>	Wed 8/22							
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Thu 8/23		Prior Pay Period Hours	10.0				
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fri 8/24		Grad Assistant Hours	17.0				
<input type="checkbox"/>	<input type="checkbox"/>	Sat 8/25							
<input type="checkbox"/>	<input type="checkbox"/>	Sun 8/26							
<input type="checkbox"/>	<input type="checkbox"/>	Mon 8/27							
<input type="checkbox"/>	<input type="checkbox"/>	Tue 8/28							
<input type="checkbox"/>	<input type="checkbox"/>	Wed 8/29							
<input type="checkbox"/>	<input type="checkbox"/>	Thu 8/30							
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Fri 8/31		Grad Assistant Hours	20.0				

**Special Instructions for First Pay Period:  
Report hours for August 16th & 17th as "Prior  
Pay Period Hours"**

- If you work during ISU breaks you must have a student assistant position in your department.
- Clock in and out of student assistant positions; Do not edit.

**Multiple Jobs**

Submit and Approve your Timecard on or before the Last Day of the Pay Period.

**Don't Be Late!!**

**Be on Time**

- Contact Information:

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Payroll Coordinator

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Stephanie Fear – Student Payroll Coordinator

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College of Graduate & Professional Studies

812-237-3005

**Thank You!**