

# TIME ENTRY USER GUIDE (Staff)

**AUGSBURG**  
UNIVERSITY

## Sign In

1. Log in to <https://inside.augsburg.edu/> and enter your username and password.
2. Click the “**Administrative Tasks**” in the AUGNET SERVICES menu.
3. Click “**Time Entry**” to open the Time Entry system (Kronos).

**INSIDE AUGSBURG**

**NEWS AND EVENTS**

- Inside Augsburg Home
- News Resources

**AUGNET SERVICES**

- WebMail
- My Calendar
- Records & Registration
- Directory Search
- Moodle 2019-20
- Moodle 2020-21
- Zoom
- Advising Resources
- Account Utilities
- Administrative Tasks**
- Agresso Web
- Facilities Request
- Copy Request
- Time Entry**
- Reviews/Searches
- Internal Job Postings
- Training
- Open Enrollment
- Community
- Daily A-mail
- Submit to A-Mail

**CALENDAR**

See all events on the University Calendar

**Racial Justice Initiatives**  
Find information about community events and resources dedicated to the memory of George Floyd and the fight for racial justice. [More >](#)

**Augsburg COVID-19 Planning**  
Augsburg University's COVID-19 task force is tracking the outbreak and making contingency plans. [More >](#)

**CampusClear App**  
Daily COVID-19 symptom screening

**Daily A-mail**  
News and Announcements

**All Hands**  
2020-21 Materials. Login Required

Created by [AugsburgUniversity](#)

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**Augsburg University**  
@AugsburgU

Earlier this month, Augsburg President [@PaulPribbenow](#) joined [@metropolitanu](#) in a live, virtual discussion on anti-racism efforts and creating lasting change to combat

## Timesheet

Click the **My Time > Timesheet > Current Timesheet** or Click the **My Timesheet** widget to open the timesheet.

The screenshot displays the 'Web Time Entry - Augsburg University' interface. On the left is a dark sidebar navigation menu with the following items: 'MY INFO' (containing 'My Information', 'My Time', and 'Timesheet'), 'Historical Timesheets', 'Change Requests', 'Time Off', 'Overtime', 'Points Balance', 'My Schedule', 'My HR', 'My Company', and 'My Reports'. The 'Current Timesheet' option under 'Timesheet' is highlighted with a red box. The main content area features a 'My Dashboard' header with a 'My Timesheet' widget, also highlighted with a red box. This widget shows the date 'Wednesday, Mar 30' and the time '02:37 PM [ CDT ]'. Below the time, there are two buttons: 'Clock Out' (with a circular arrow icon) and 'Clock In' (with a right-pointing arrow icon), both highlighted with a red box. A yellow callout bubble points to these buttons, containing the text: 'Hourly staff and Student employees have Clock In/Out icons. Time is entered directly into the timesheet by clicking “Clock out” and “Clock in”.' To the right of the main content is a 'Self Service Tools' section with links for 'Faculty/Staff Payslips, W2 History', 'Student Payslips, Tax Forms', and 'Timesheet Corrections - Past Pay Periods'. At the bottom, there is a 'My Schedule / My Time Off' section showing a calendar for 'MAR 2022' with days from MON to SUN. A footer section contains 'Announcements' and company information like 'Company Short Name: 6092704'.

## Accrual

Click the **My Accrual Balances** widget.

The screenshot shows the 'My Time' dashboard with the following components:

- Supervisor Tools** | **My Time** | **My Dashboard** | Settings icon
- My Accrual Balances** widget (highlighted with a red box) with a dropdown menu labeled **REQUEST COMMUNITY SERVICE**.
- Community Service**: 16.00 hours available (Jan 1, 2022 - Jan 1, 2023)
- Float Holiday**: 16.00 hours available (Jan 1, 2022 - Jan 1, 2023)
- Personal**: 24.00 hours available (Jan 1, 2022 - Jan 1, 2023)
- Sick**: 16.00 hours available (Jan 1, 2022 - Jan 1, 2023)
- My Timesheet** widget showing the date **Wednesday, Mar 30** and time **02:31 PM**.
- My Schedule / My Time Off** widget showing a calendar for **MAR 2022**.
- Self Service Tools** sidebar with links to various tools and guides.
- Announcements** sidebar with a **Time Entry User Guide** link.

In the "My Accrual Balances" widget, You may review and request Time Off.

MON	TUE	WED	THU	FRI	SAT	SUN
28	1	2	3	4	5	6
7	8	9	10	11	12	13

**Self Service Tools**

- Faculty/Staff Payslips, W2 History
- Agresso Web > Login - Choose Documents
- Student Payslips, Tax Forms
- Records & Registration > Student Employee Records
- Timesheet Corrections - Past Pay Periods
- Direct Deposit / Pay Card Authorization
- Payroll Schedule
- Time Entry Guides
  - Student Employees
  - Staff
- UKG Ready App
  - Initial configuration:
    - Region: North America
    - Company Short Name: 6092704
    - Log in with your Augnet Credentials

**Announcements**

**Time Entry User Guide**

- Employee: [TIME ENTRY USER GUIDE](#)
- Student Employee: [TIME ENTRY USER GUIDE \(Student Employee\)](#)
- Supervisor: [TIME ENTRY USER GUIDE](#)

[Show More](#)

## Mobile App

Punch in/out, time management and timesheet submission from the mobile app

From the App Store or Play store install the UKG Ready app.

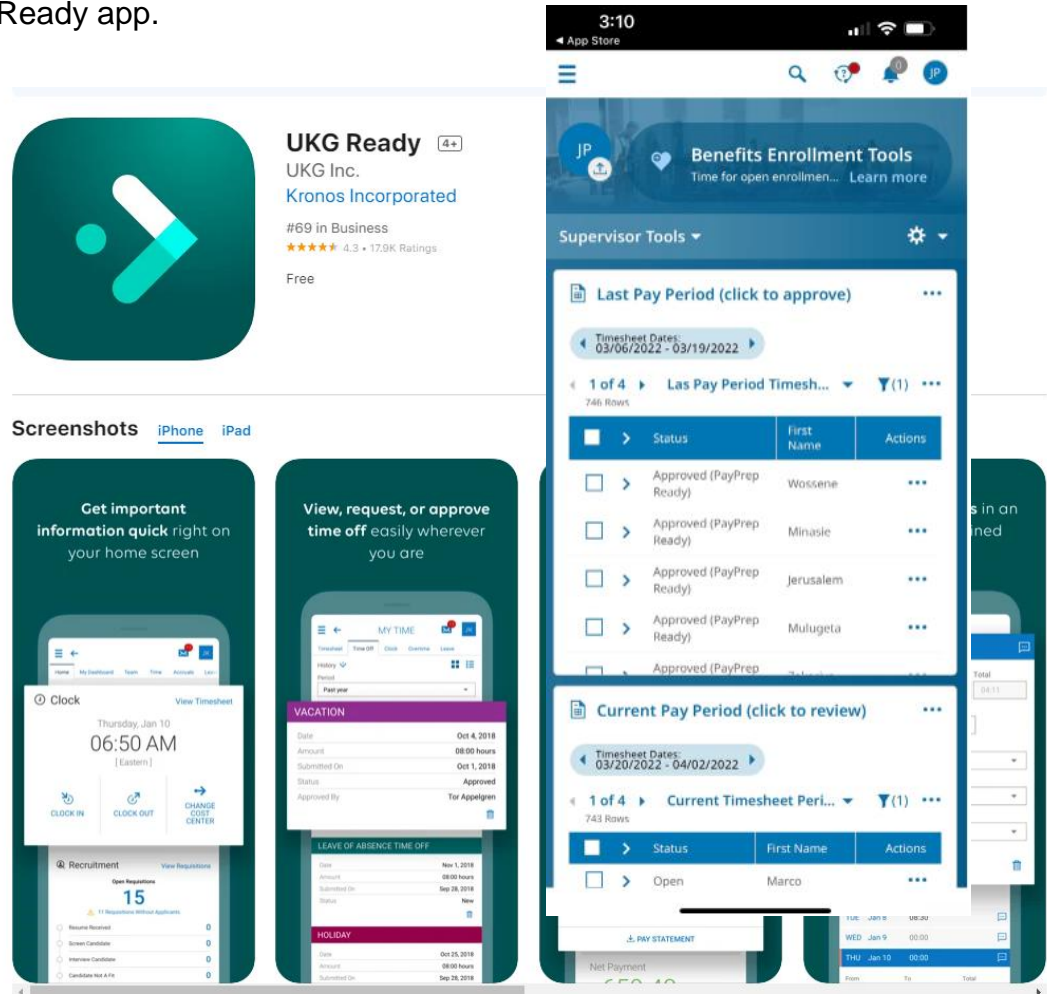
### UKG Ready (Kronos) App

In the initial configuration choose

Region: *North America*

Company Short Name: **6092704**

Log in with your Augnet Credentials



## Time Entry – Hourly Staff

- Hourly staff should record all time worked and time off taken in increments of 15 minutes.
- Enter the hours each day/shift rather than recording time at the end of the pay period or in advance.
- Staff who work more than six (6) consecutive hours are expected to take a meal break. Meal break is unpaid thirty (30) minutes, and the time entry system automatically deducts a 30-minute of meal break.
- Payment is calculated based on Calc. Total.

<a href="#">Time Entry</a> <a href="#">Exceptions</a> <a href="#">Calc Detail</a> <a href="#">Calc Summary</a> <a href="#">Summary By Day</a>								
					41.67 hrs Raw Total	39.75 hrs Calc. Total		
> Date		From	To	Raw Total	Calc. Total	In Date	Time Off/Other Pay	Position
> SUN Mar 20	+			0.00 hrs	0.00 hrs			
✓ MON Mar 21	...	08:00 am	04:30 pm	8.50	8.00	MON Mar 21 ▾	▾	Human Resources ▾
	+			8.50 hrs	8.00 hrs			
✓ TUE Mar 22	...	07:50 am	04:00 pm	8.17	7.75	TUE Mar 22 ▾	▾	Human Resources ▾
	+			8.17 hrs	7.75 hrs			
✓ WED Mar 23	...	08:00 am	04:30 pm	8.50	8.00	WED Mar 23 ▾	▾	Human Resources ▾
	+			8.50 hrs	8.00 hrs			
✓ THU Mar 24	...	08:00 am	04:30 pm	8.50	8.00	THU Mar 24 ▾	▾	Human Resources ▾
	+			8.50 hrs	8.00 hrs			
✓ FRI Mar 25	...	From am	To am	8.00	8.00	FRI Mar 25 ▾	Vacation ▾	Human Resources ▾
	+			8.00 hrs	8.00 hrs			
> SAT Mar 26	+			0.00 hrs	0.00 hrs			

## Time Entry – Hourly Staff

- To enter time off, use the drop-down menu to select from the Time Off/Other Pay column and enter the hours.
- To record personal time, use “Sick/Personal 1”. Personal time is deducted from the sick time balance.
- If you have more than one position, please be sure to use the correct position code for recording hours worked.

Time Entry   Exceptions   Calc Detail   Calc Summary   Summary By Day									
					41.67 hrs Raw Total		39.75 hrs Calc. Total		
> Date		From	To	In Date	Time Off/Other Pay	Position			
> SUN Mar 20	+								
✓ MON Mar 21	...	08:00 am		MON Mar 21		Human Resources			
✓ TUE Mar 22	...	07:50 am		TUE Mar 22		Human Resources			
✓ WED Mar 23	...	08:00 am		WED Mar 23					
✓ THU Mar 24	...	08:00 am		THU Mar 24		Human Resources			
✓ FRI Mar 25	...	From am	To am	FRI Mar 25	Vacation	Human Resources			
> SAT Mar 26	+								

Browse...  
 Unpaid Time  
 Sick/Personal 1  
 Vacation/FMLA Vacation  
 Vacation  
 Holiday  
 Sick/FMLA Sick  
 FMLA STD  
 Sick  
 Float Holiday  
 Float Holiday/FMLA Float Holiday

• Click the drop down menu  
 • Browse  
 • **Select the correct position.**

## Time Entry – Hourly Staff

- When you have recorded all the times, click the **SAVE** and **SUBMIT FOR APPROVAL** in the upper right corner.

*\*We encourage you to submit the timesheet on Friday of the pay period end unless you work on Saturday.*

The deadline of timesheet approval is 12:00 noon on Monday of the payroll week. All timesheet submissions should be completed before the deadline so that supervisor can timely review and approve them.

- If the timesheet needs correction, request your supervisor to reject the timesheet. Rejected timesheet will be sent back to you for review and/or editing. Corrected timesheet should be resubmitted for approval.
- If you have any questions about payroll and time entry, please email [payroll@ausburg.edu](mailto:payroll@ausburg.edu).



👤 | 📅 March 20, 2022 - April 02, 2022 ▶ Open 🗨

[Calc Detail](#) [Calc Summary](#) [Summary By Day](#)

20.38 hrs      20.25 hrs  
Raw Total      Calc. Total

From	To	Raw Total	Calc. Total	In Date	Time Off/Other Pay	Position	Notes
		0.00 hrs	0.00 hrs				🗨
		0.00 hrs	0.00 hrs				🗨



## Time Entry – Salaried (Exempt) Staff

- Salaried staff do not record individual work hours, but should document all time off taken on the timesheet.
- Record all time off taken in increments of 4 hours.
- **Even if there are no time off during the pay period, the timesheet (blank timesheet) should be submitted before the deadline.**

◀ March 20, 2022 - April 02, 2022 ▶ Open

Time Entry Calc Detail Calc Summary Summary By Day

20.00 hrs 0.00 hrs  
Raw Total Calc. Total

Time Off/Other Pay	SUN Mar 20	MON Mar 21	TUE Mar 22	WED Mar 23	THU Mar 24	FRI Mar 25	SAT Mar 26	SUN Mar 27	MON Mar 28	TUE Mar 29	WED Mar 30	THU Mar 31	FRI Apr 1	SAT Apr 2	Raw Total	
Vacation				8.00											8.00	
Sick/Personal 1						4.00									4.00	
Sick									8.00						8.00	
	0.00			8.00	0.00	4.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	20.00	

- Browse...
- Unpaid Time
- Sick/Personal 1
- Vacation/FMLA Vacation
- Vacation
- Holiday
- Sick/FMLA Sick
- FMLA STD
- Sick
- Float Holiday
- Float Holiday/FMLA Float Holiday

- Click the drop-down menu.
- Select the correct time off from the category and enter the hours.
- To record personal time, use "Sick/Personal 1".  
Personal time is deducted from the sick time balance.
- If you need to add a different time off, click the **ADD ROWS**.

## Time Entry – Salaried (Exempt) Staff

- When you have recorded all the times, click the **SAVE** and **SUBMIT FOR APPROVAL** in the upper right corner.

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The deadline of timesheet approval is 12:00 noon on Monday of the payroll week. All timesheet submissions should be completed before the deadline so that supervisor can timely review and approve them.

- If the timesheet needs correction, request your supervisor to reject the timesheet. Rejected timesheet will be sent back to you for review and/or editing. Corrected timesheet should be resubmitted for approval.
- If you have any questions about payroll and time entry, please email [payroll@ausburg.edu](mailto:payroll@ausburg.edu).

← Timesheet Edit



1

SAVE

2

SUBMIT

APPROVE



March 20, 2022 - April 02, 2022 Open

Time Entry Calc Detail Calc Summary Summary By Day

20.00 hrs 0.00 hrs  
Raw Total Calc. Total

Time Off/Other Pay	SUN Mar 20	MON Mar 21	TUE Mar 22	WED Mar 23	THU Mar 24	FRI Mar 25	SAT Mar 26	SUN Mar 27	MON Mar 28	TUE Mar 29	WED Mar 30	THU Mar 31	FRI Apr 1	SAT Apr 2	Raw Total	
Vacation				8.00											8.00	
Sick/Personal 1						4.00									4.00	
Sick									8.00						8.00	
	0.00	0.00	0.00	8.00	0.00	4.00	0.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	20.00	

+ Add Rows 1

## Timesheet Corrections – Past Pay Periods

The Timesheet Corrections Form is designed to record any missed hours that were not paid on the past payment. ***Timesheet Corrections should not be used except on rare occasions.***

The image shows two screenshots from a web application. The left screenshot is a form titled "You've been invited to sign *EMPLOYEE Timesheet Correction*." It contains fields for "Rename Document" (EMPLOYEE Timesheet Correction), "Your E-mail Address\*" (Your Email Address), and "Supervisor" (Signer Email Address). It also has sections for "Signing Step 2" and "Signing Step 3" with a "Payroll" field. A "Sign Now" button is at the bottom right. The right screenshot shows a "Self Service Tools" widget with a list of links. The link "Timesheet Corrections - Past Pay Periods" is highlighted with a red box. A yellow callout bubble points to this link with the text: "Timesheet Corrections form is available on the **Self Service Tools** widget or on the **HR website**: [sites.augsburg.edu/hr](https://sites.augsburg.edu/hr)."

**My Time**

You've been invited to sign *EMPLOYEE Timesheet Correction*.

Fill out the information below to get started.

Rename Document: EMPLOYEE Timesheet Correction

Enter your information below:

Your E-mail Address\*  
Employee: Your Email Address

Signing Step 2  
Supervisor: Signer Email Address

Show Custom Email Message Settings

Signing Step 3  
E-mail Address Set By Template  
Payroll

Show Custom Email Message Settings

\* Required Fields

Sign Now

**Self Service Tools**

- Faculty/Staff Payslips, W2 History
- Aggresso Web > Login - Choose Documents
- Student Payslips, Tax Forms
- Records & Registration > Student Employee Records
- Timesheet Corrections - Past Pay Periods**
- Direct Deposit / Pay Card Authorization
- Payroll Schedule
- Time Entry Guides
- Student Employees
- Ready App
- Configuration:
- Region: North America
- Company Short Name: 6092704
- Log in with your Augnet
- Identicals

Timesheet Corrections form is available on the **Self Service Tools** widget or on the **HR website**: [sites.augsburg.edu/hr](https://sites.augsburg.edu/hr).