

# TIME ENTRY USER GUIDE (Staff)

**AUGSBURG**  
UNIVERSITY

# INSIDE AUGSBURG



## 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).

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**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 >](#)

Created by [AugsburgUniversity](#).

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CALENDAR

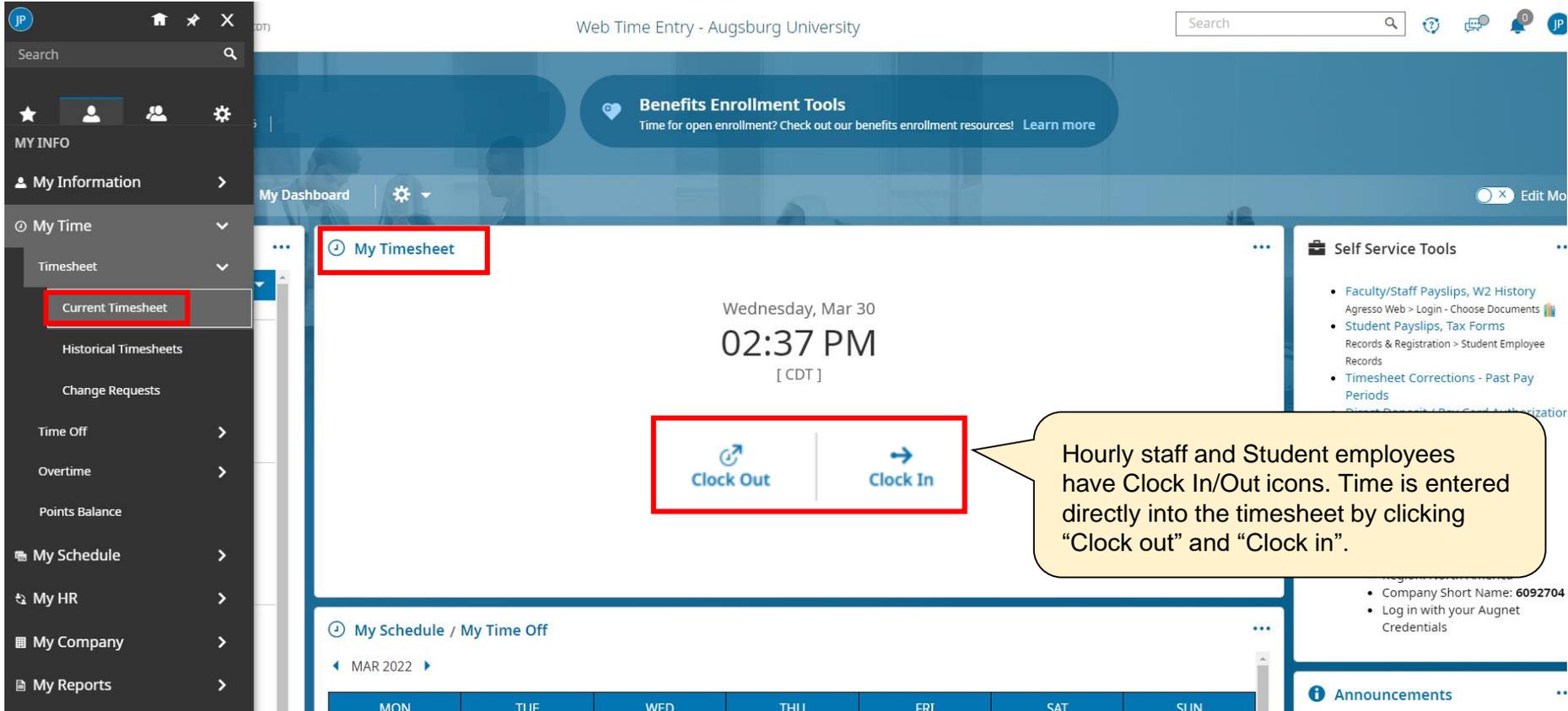
See all events on the University Calendar ☞

**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.



# Accrual

Click the **My Accrual Balances** widget.

The screenshot shows a dashboard with a top navigation bar containing 'Supervisor Tools', 'My Time', and 'My Dashboard'. The 'My Time' tab is active. On the left, the 'My Accrual Balances' widget is highlighted with a red box. It lists four categories: Community Service (16.00 hours), Float Holiday (16.00 hours), Personal (24.00 hours), and Sick (16.00 hours). A callout bubble points to the 'REQUEST COMMUNITY SERVICE' button in this widget. The main area shows 'My Timesheet' for Wednesday, Mar 30 at 02:31 PM. Below it is 'My Schedule / My Time Off' for March 2022, with a calendar grid. On the right, there are 'Self Service Tools' and 'Announcements' sections.

**My Accrual Balances**

- Community Service ①  
16.00 hours available  
Jan 1, 2022 - Jan 1, 2023
- Float Holiday ①  
16.00 hours available  
Jan 1, 2022 - Jan 1, 2023
- Personal ①  
24.00 hours available  
Jan 1, 2022 - Jan 1, 2023
- Sick ①  
16.00 hours available  
Jan 1, 2022 - Jan 1, 2023

**My Timesheet**

Wednesday, Mar 30  
02:31 PM

**My Schedule / My Time Off**

← MAR 2022 →

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
- Student Payslips, Tax Forms
- 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.

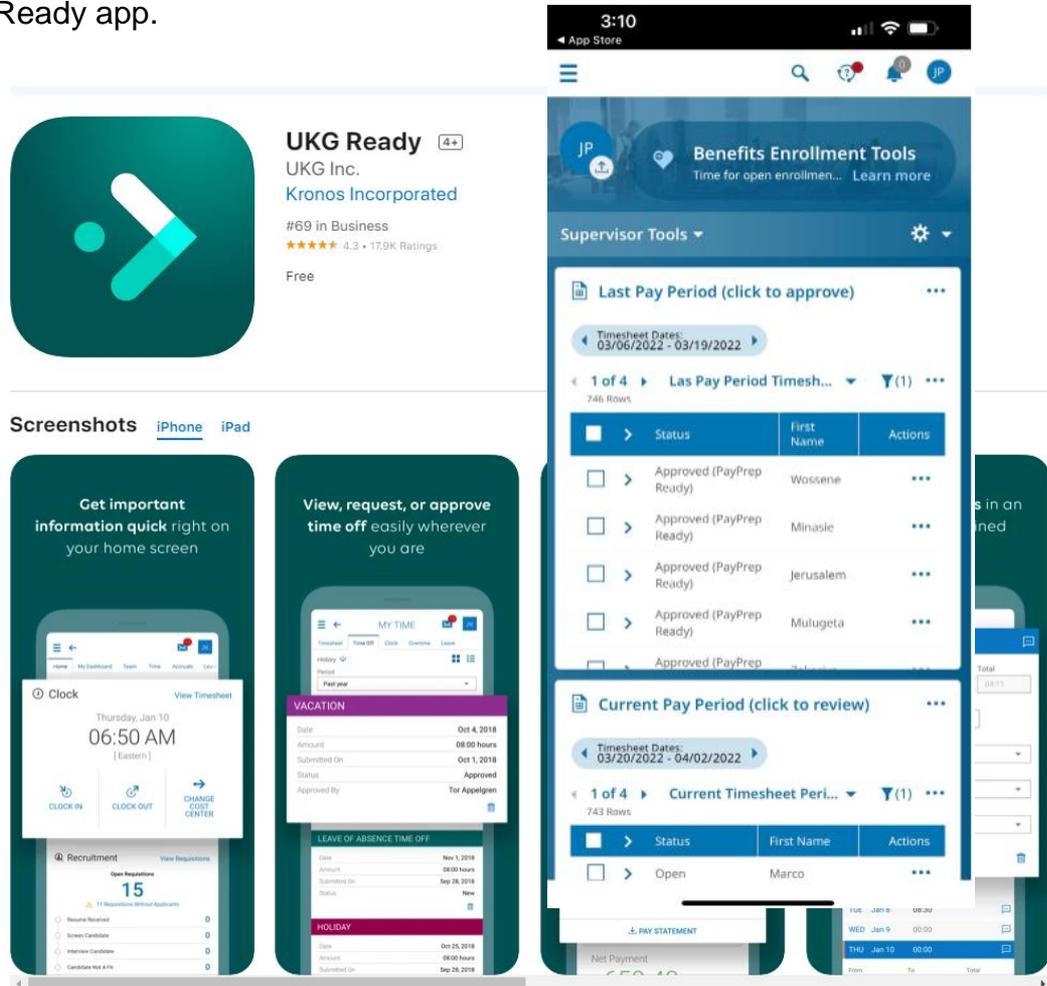
## UKG Ready (Kronos) App

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.

Time Entry		Exceptions	Calc Detail	Calc Summary	Summary By Day				
						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   39.75 hrs  
Raw Total   Calc. Total

Date	From	To	Time Off/Other Pay	Position
> SUN Mar 20	+			
∨ MON Mar 21	...	08:00 am		Human Resources
∨ TUE Mar 22	...	07:50 am		Human Resources
∨ WED Mar 23	...	08:00 am		
∨ THU Mar 24	...	08:00 am		Human Resources
∨ FRI Mar 25	...	From am	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).

The screenshot shows a user interface for time entry. At the top right, there are three buttons: 'SAVE', 'SUBMIT', and 'APPROVE'. The 'SAVE' and 'SUBMIT' buttons are circled in red and labeled with '1' and '2' respectively. Below the buttons, there is a navigation bar with a calendar icon and the date range 'March 20, 2022 - April 02, 2022'. Below that, there are three tabs: 'Calc Detail', 'Calc Summary', and 'Summary By Day'. In the center, there are two totals: '20.38 hrs Raw Total' and '20.25 hrs Calc. Total'. At the bottom, there is a table with the following columns: 'From', 'To', 'Raw Total', 'Calc. Total', 'In Date', 'Time Off/Other Pay', 'Position', and 'Notes'. The table has two rows of data, both showing '0.00 hrs' for both 'Raw Total' and 'Calc. Total'. There is a close button 'X' in the top right corner of the table area.

## 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 Raw Total  
0.00 hrs 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 Ap	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

+ Add Rows 1

- 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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← 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 Ap	Raw Total	
Vacation ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00	
Sick/Personal 1 ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="4.00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	4.00	
Sick ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="8.00"/>	<input type="text"/>	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

## 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 screenshot displays the HR system interface. On the left is a navigation sidebar with options like 'My Time', 'Balances', 'COMMUNITY ICE', 'vice', and dates for 2023. The main content area shows an invitation to sign an 'EMPLOYEE Timesheet Correction' form. The form includes a 'Rename Document' field with the text 'EMPLOYEE Timesheet Correction'. Below this, it asks for 'Your information below' with fields for 'Your E-mail Address\*' (Employee) and 'E-mail Address\*' (Supervisor). There are also 'Signing Step 2' and 'Signing Step 3' sections, each with an 'E-mail Address Set By Template' field and a 'Payroll' label. A 'Sign Now' button is at the bottom right. On the right side, a 'Self Service Tools' widget lists various options, with 'Timesheet Corrections - Past Pay Periods' highlighted in a red box. A yellow callout bubble points to this box 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)'.