

TIME ENTRY USER GUIDE

(Student Employee)

AUGSBURG
UNIVERSITY

INSIDE AUGSBURG

Sign In

1. Log in to <https://inside.augsburg.edu/> and enter your username and password.
2. Click the “**Student Employment Time Entry**” under the AUGNET SERVICES to open the Time Entry System (Kronos).

NEWS AND EVENTS

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AUGNET SERVICES

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Advising Resources

Student Employment Time Entry

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Submit Email Announcements
Submit Calendar Item

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Report It

Spring Dean's List Announced
Congratulations to undergraduate students named to the 2021 Spring Semester Dean's List. [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

SOAR
Student Orientation and Registration

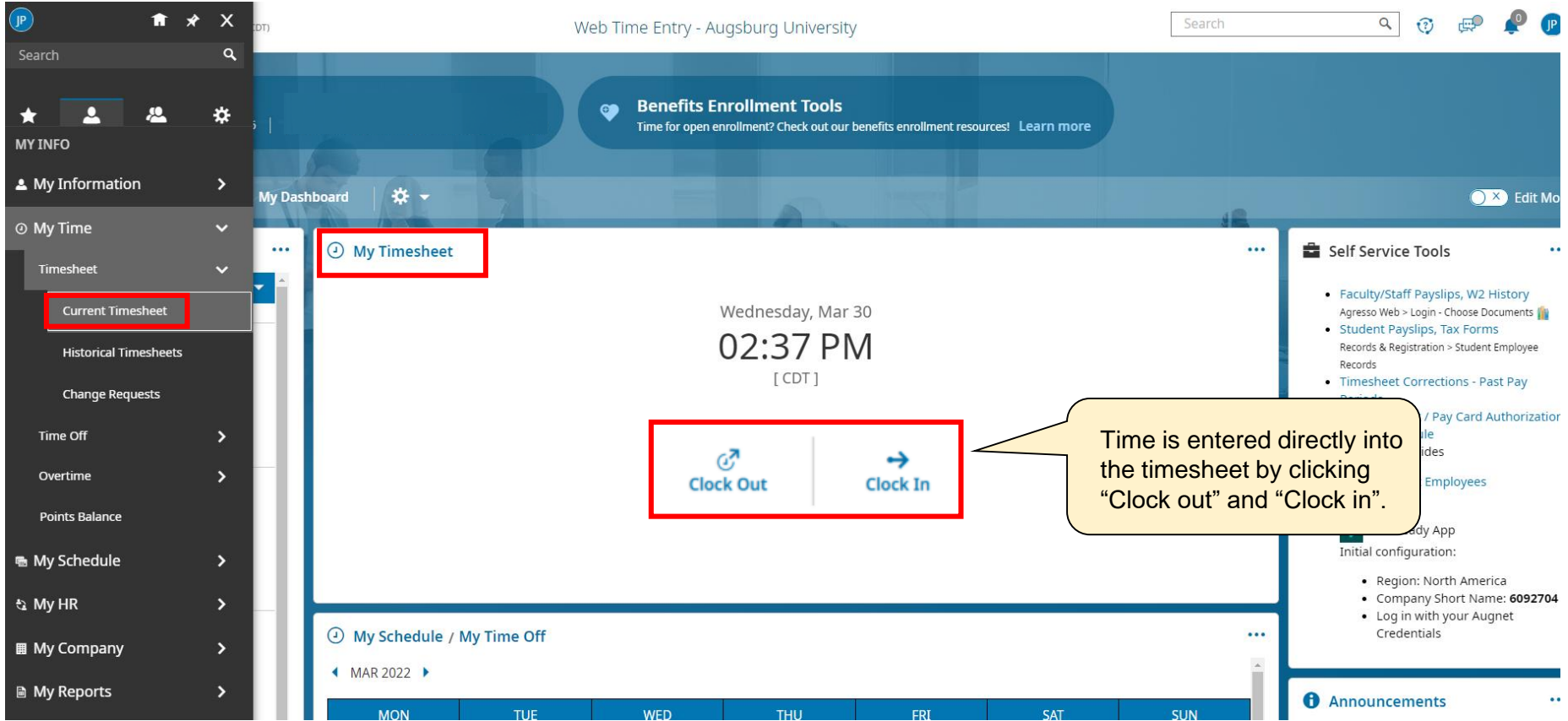
Created by [AugsburgUniversity](#) Powered by [wicket](#)

lori higgins
@loriraehiggins

Bittersweet evening as I finished my last
[@AugsburgAlumni](#) Board mtg as President. In 2019 when

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.

From the “My Accrual Balances” widget, you may review the **Student Sick** hours and request the time off.

The screenshot shows a dashboard with a top navigation bar containing 'Supervisor Tools', 'My Time', and 'My Dashboard'. The 'My Accrual Balances' widget is highlighted with a red box and contains a button labeled 'REQUEST COMMUNITY SERVICE'. The 'My Timesheet' widget shows the date 'Wednesday, Mar 30' and the time '02:31 PM [CDT]'. A yellow callout box contains the following text:

- Student Employees will accrue one(1) hour of paid sick time for every 30 hours worked, up to a maximum of 48 hours per year.
- Unused sick time will be carried over to following year. However, it cannot exceed 80 hours at any time.
- Student employees may use sick time for scheduled hours missed due to illness or doctor appointments. Unused sick time is not paid out.

The 'Self Service Tools' sidebar on the right lists various options including 'Faculty/Staff Payslips, W2 History', 'Student Payslips, Tax Forms', 'Timesheet Corrections - Past Pay Periods', 'Direct Deposit / Pay Card Authorization', 'Payroll Schedule', 'Time Entry Guides', 'UKG Ready App', and 'Announcements'. The 'Announcements' section includes a 'Time Entry User Guide' link and a 'Show More' button.

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.

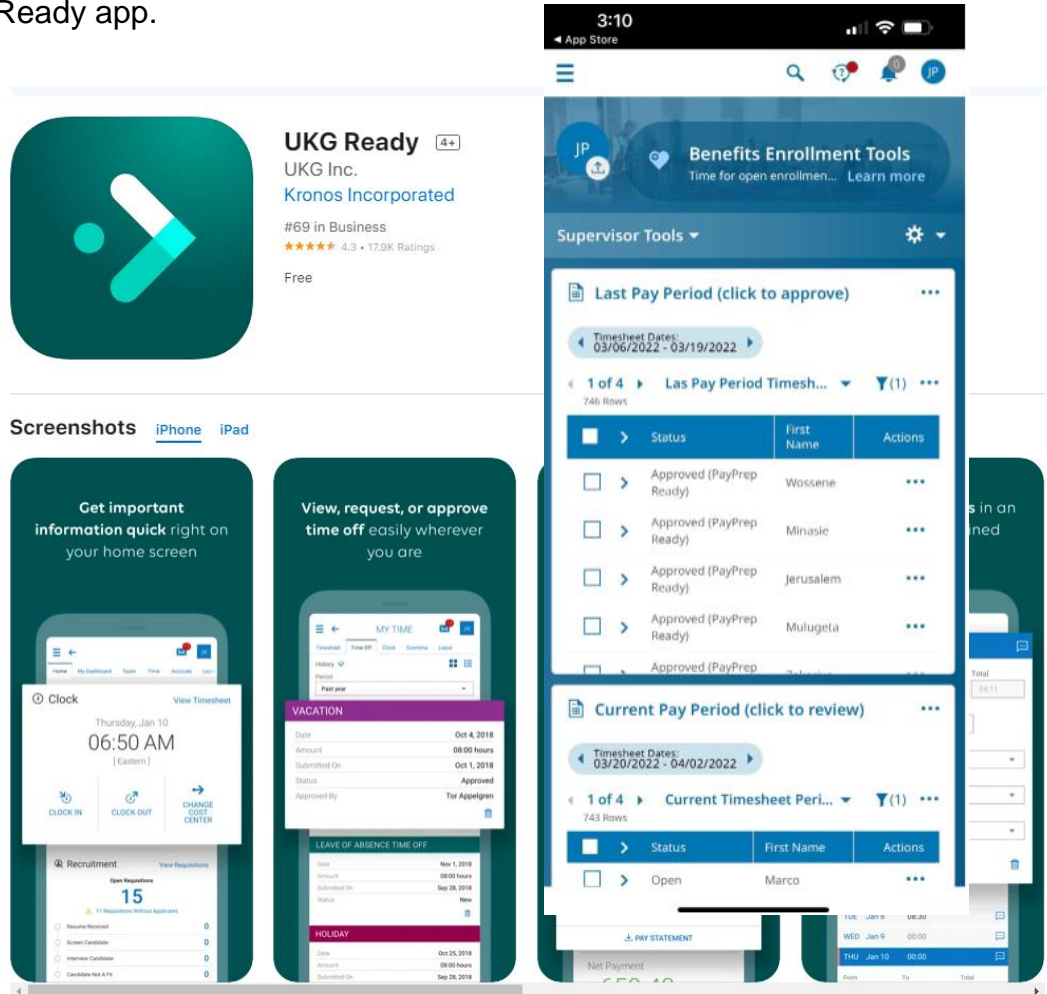
UKG Ready (Kronos) App

In the initial configuration choose

Region: *North America*

Company Short Name: **6092704**

Log in with your Augnet Credentials



Procedure

- All time worked and time off taken should be recorded.
- Enter the hours every day rather than recording time at the end of the pay period or in advance.
- Student employees who work four (4) or more consecutive hours are entitled to a paid 15-minute break. The 15-minute break is intended for taking a step away from the desk or workload.
- Student employees who work more than six (6) consecutive hours, the time entry system automatically deducts a 30-minute **unpaid** meal break.
- If student employees who work more than six (6) hours **without a break**, please add another row for 30 minutes to be paid in full amount. Since payroll is calculated based on calculated hours, not raw hours, **please make sure to record calculated hours equal to the total hours worked.**
- Student employees who work at least 80 hours per year are covered by the Minneapolis/St. Paul Sick and Safe Time Ordinance. Student employees will accrue one (1) hour of paid sick time for every 30 hours worked, up to a maximum of 48 hours per year.
- Student employees may use sick time for scheduled hours missed due to illness or doctor appointments (e.g. getting vaccinated). Unused sick time is not paid out.
- **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.**

Time Entry

If you have more than one student job on campus, please be sure to use the correct position code for recording your hours worked.

Time > Timesheets

← Timesheet Edit



SAVE

TS Test Student (12341234) | March 20, 2022 - April 02, 2022 | Open

Time Entry | Exceptions | Calc Detail | Calc Summary | Summary By Day

20.38 hrs
Raw Total

20.25 hrs
Calc. Total

Timesheet saved

Date	From	To	Raw Total	Calc. Total	In Date	Time Off/Other Pay	Position	Notes
SUN Mar 20			0.00 hrs	0.00 hrs				
MON Mar 21			0.00 hrs	0.00 hrs				
TUE Mar 22	08:08 am	02:01 pm	5.88	5.75	TUE Mar 22		Student Dispatcher	
			5.88 hrs	5.75 hrs				
WED Mar 23	08:07		5.00	5.00	WED Mar 23		Student Lead Dispatcher	
			5.00 hrs	5.00 hrs				
			5.50	5.50	THU Mar 24		Student Dispatcher	
			5.50 hrs	5.50 hrs				
			4.00	4.00	FRI Mar 25	Student Sick	Student Dispatcher	
			4.00 hrs	4.00 hrs				
			0.00 hrs	0.00 hrs				
SUN Mar 27			0.00 hrs	0.00 hrs				

- Enter **From** and **To** time.
- Check the **Raw Total** and **Calc. Total**.
- Student employees who work more than six (6) consecutive hours are expected to take an unpaid meal break. Time entry system automatically deducts a 30-minute.
- **Payroll is calculated based on Calc. Total.**

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

When you have taken "**Student Sick time**", please click the drop down menu to select it and enter the hours.

Timesheet Submission

- 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.*
- 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.

Time > Timesheets

← Timesheet Edit 1 2 SAVE SUBMIT APPROVE ...

TS Test Student (12341234) | March 20, 2022 - April 02, 2022 | Open

Time Entry Exceptions Calc Detail Calc Summary Summary By Day

20.38 hrs Raw Total 20.25 hrs Calc. Total

Timesheet saved

Date	From	To	Raw Total	Calc. Total	In Date	Time Off/Other Pay	Position	Notes
SUN Mar 20			0.00 hrs	0.00 hrs				
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TUE Mar 22	08:08 am	02:01 pm	5.88	5.75	TUE Mar 22		Student Dispatcher	
			5.88 hrs	5.75 hrs				
WED Mar 23	08:07 am	01:07 pm	5.00	5.00	WED Mar 23		Student Lead Dispatcher	
			5.00 hrs	5.00 hrs				
THU Mar 24	09:00 am	02:30 pm	5.50	5.50	THU Mar 24		Student Dispatcher	
			5.50 hrs	5.50 hrs				
FRI Mar 25	From am	To am	4.00	4.00	FRI Mar 25	Student Sick	Student Dispatcher	
			4.00 hrs	4.00 hrs				
SAT Mar 26			0.00 hrs	0.00 hrs				
SUN Mar 27			0.00 hrs	0.00 hrs				

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', and 'Time Entry'. 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 E-mail Address*' and 'Supervisor' information, each with a text input field. There are also 'Show Custom Email Message Settings' buttons for each section. At the bottom, there is a '* Required Fields' note and a 'Sign Now' button.

On the right, a 'Self Service Tools' widget is visible, listing various options. The option 'Timesheet Corrections - Past Pay Periods' is highlighted with a red box. A yellow callout bubble points to this option with the text: 'Timesheet Corrections form is available on the Self Service Tools widget or on the HR website: sites.augsburg.edu/hr'.