

# TIME ENTRY USER GUIDE (Student Employee)

**AUGSBURG**  
UNIVERSITY

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# 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**

Inside Augsburg Home  
News Resources »

**AUGNET SERVICES**

WebMail

My Calendar

Records & Registration  
Directory Search  
Moodle 2020-21

Zoom

Advising Resources

**Student Employment Time Entry**

Account Utilities »

Community »

Daily A-mail

Submit to A-Mail

Submit Email Announcements  
Submit Calendar Item

Community Moodle

Auggie Life

Parking Services

Facilities Request  
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

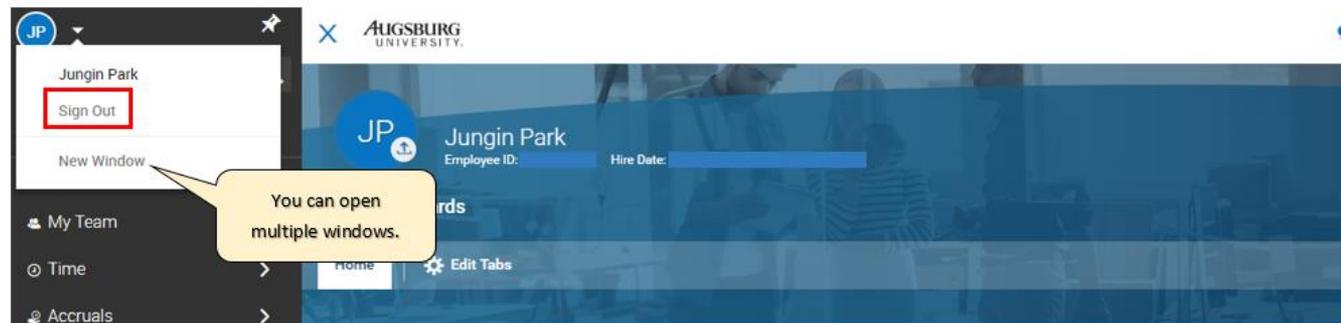
Created by [AugsburgUniversity](#) Powered by [wicket](#)

**lori higgins**  
@loriraehiggins

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

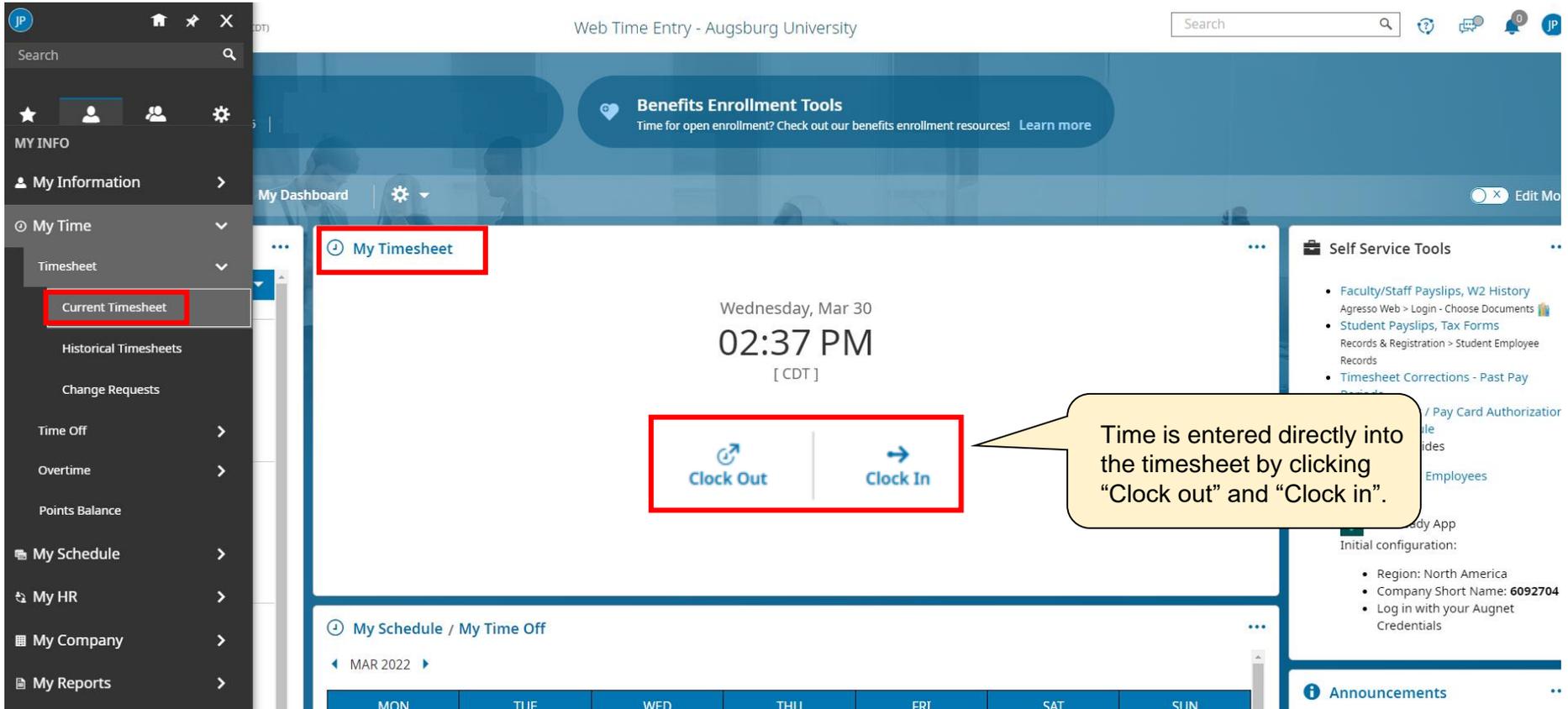
## Sign Out

1. Click the icon  in the upper left corner next to the Augsburg sign.
2. Click the down arrow icon  next to your name initials.
3. Click **Sign Out**.



# 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 'REQUEST COMMUNITY SERVICE' button. The 'My Timesheet' widget shows the date 'Wednesday, Mar 30' and 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 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', and 'UKG Ready App'. The 'Announcements' section includes a 'Time Entry User Guide' link and a list of user guides for different roles.

# Widgets

Widgets can be added or removed using the **Add** menu: Edit Mode > +Add > Widgets.

The screenshot shows a dashboard interface with a top navigation bar containing 'Supervisor Tools', 'My Time', 'My Dashboard', and a settings gear icon. In the top right corner, a red box labeled '1' highlights the 'Edit Mode' toggle, which is currently checked. Below the navigation bar, a central area contains several widgets: 'My Accrual Balances', 'My Timesheet', and 'Self Service Tools'. A red box labeled '2' highlights the '+ Add' button in the top right of the dashboard area. A red arrow points from this button to the 'Add Widgets' dialog box that is open in the center. The dialog box has a title bar with a close button (X) and a status bar indicating '4 of 9 dashboard slots available.' Below this is a search bar labeled 'Search Available and Current Widgets'. The main content of the dialog is divided into two columns: 'Available Widgets' and 'Current Widgets'. Each column contains a list of widget names with a checkbox next to each. At the bottom of the dialog are 'ADD' and 'REMOVE' buttons, and at the very bottom are 'CANCEL' and 'APPLY' buttons.

| Available Widgets  | Current Widgets                              |
|--|--|
| <input type="checkbox"/> Attendance Board                | <input type="checkbox"/> Announcements       |
| <input type="checkbox"/> Documents                       | <input type="checkbox"/> My Accrual Balances |
| <input type="checkbox"/> Employees                       | <input type="checkbox"/> My Saved Reports    |
| <input type="checkbox"/> Exceptions                      | <input type="checkbox"/> My Timesheet        |
| <input type="checkbox"/> Links                           | <input type="checkbox"/> Turtles             |
| <input type="checkbox"/> Missing Punches                 |  |
| <input type="checkbox"/> My Mailbox                      |  |
| <input type="checkbox"/> My Schedule / My Time Off       |  |
| <input type="checkbox"/> My Sticky Notes                 |  |
| <input type="checkbox"/> My Team                         |  |
| <input type="checkbox"/> My Time Statistics              |  |
| <input type="checkbox"/> My Timesheet Chart              |  |
| <input type="checkbox"/> Time Off Awaiting My Approval   |  |
| <input type="checkbox"/> Timesheets Awaiting My Approval |  |
| <input type="checkbox"/> Websites                        |  |

# My Learning

More resources and trainings are available in My Learning.  
Click **Help > My Learning**.

The screenshot displays the 'My Learning' dashboard for Augsburg University. On the left is a dark sidebar menu with the following items: 'JP' profile icon, 'Search', 'MY INFO' section containing 'My Information', 'My Time', 'My Schedule', 'My HR', 'My Company', and 'My Reports', 'Help' (highlighted with a red box), 'My Learning' (highlighted with a red box and an arrow pointing to the main content), 'My Learning (Classic)', 'Download Documentation', and 'Online Documentation'. The main content area is titled 'My Learning' and includes a search bar, 'Browse for Learning' section with a 'BROWSE MY LEARNING' button, 'Need Help?' section with a 'SHOW HELP RESOURCES' button, 'My Courses in Progress' section with search and sorting options, and 'My Pending Courses' section. Course cards include 'Editing a Timesheet' and 'Time & Labor Management (TLM) ...'. At the bottom, a '24.00 hours available' indicator is visible.

## 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.

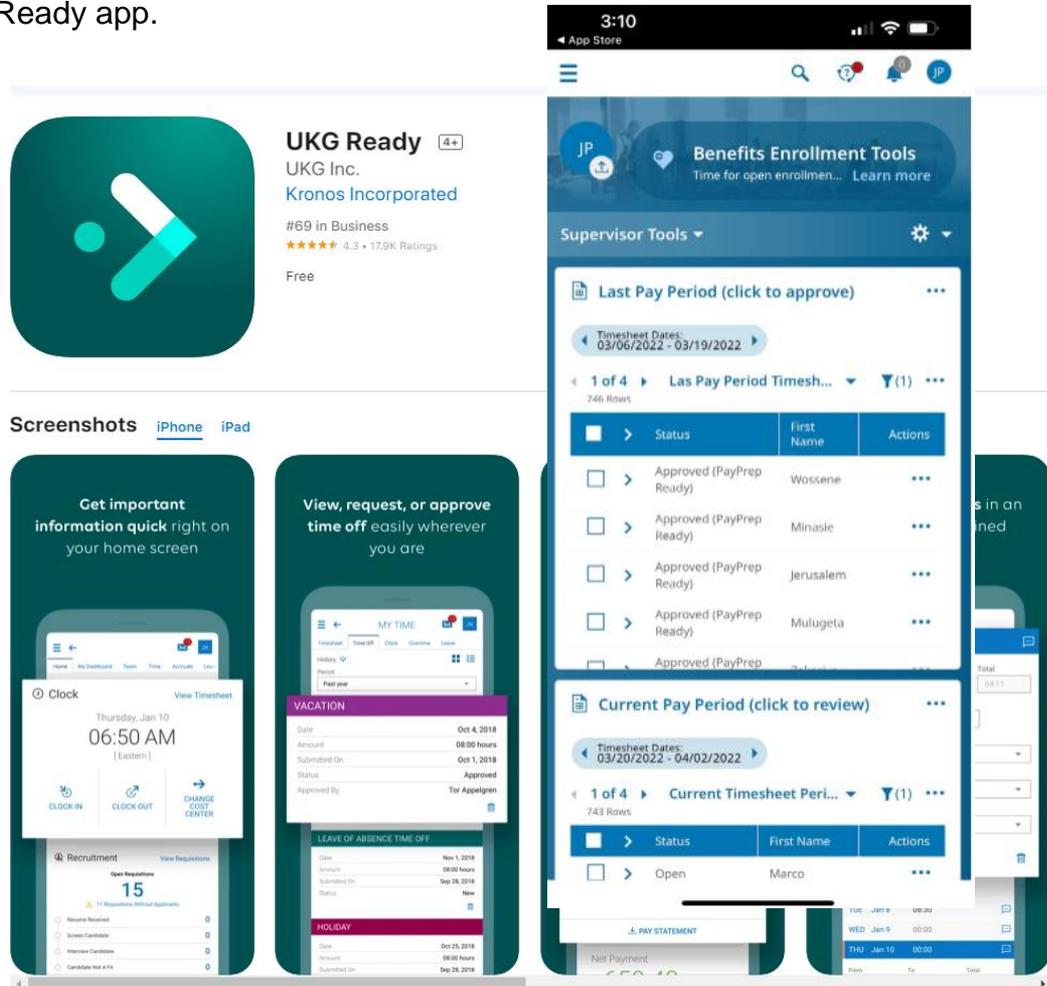
### UKG Ready (Kronos) App

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    |            |                    |                         |       |
| THU Mar 24 |          |          | 5.50      | 5.50        | THU Mar 24 |                    | Student Dispatcher      |       |
|            |          |          | 5.50 hrs  | 5.50 hrs    |            |                    |                         |       |
| FRI Mar 25 |          |          | 4.00      | 4.00        | FRI Mar 25 | Student Sick       | Student Dispatcher      |       |
|            |          |          | 4.00 hrs  | 4.00 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](mailto: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    |            |                    |                         |       |
| 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 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 image shows a screenshot of an HR system interface. On the left is a navigation sidebar with items like 'My Time', 'Balances', 'COMMUNITY ICE', 'vice', and dates for 2023. The main content area displays a form titled 'You've been invited to sign EMPLOYEE Timesheet Correction.' The form includes a 'Rename Document' field with the value 'EMPLOYEE Timesheet Correction'. Below this, it asks to 'Enter your information below:' and has fields for 'Your E-mail Address\*' (Employee) and 'E-mail Address\*' (Supervisor). There are also 'Signing Step 2' and 'Signing Step 3' sections with 'Payroll' information and 'Show Custom Email Message Settings' buttons. A 'Sign Now' button is at the bottom right. On the right side of the interface, 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).'