



Time and Leave

Administrative Support Center Units
Transitioning to E-Time in HRIS

IT Disruption



- On Sunday, January 12th, the university experienced a cybersecurity incident.
- The IT disruptions continuing to be experienced were a result of this incident.
- To maintain security of employee data, it needs to be contained in one system, HRIS.
- K-State is moving all business functions to operate on core systems.

Migrating to HRIS



- Kronos will no longer be accessible.



- HRIS will be the system of record for time and leave reporting.



- Effective Sunday, February 4th, employees will begin to track time and leave through E-Time in HRIS.

What does this mean?

- Employees with continue to track time in Kronos through Saturday, February 3rd.
- ASC-HR will manually enter time and leave located in Kronos from this pay period into HRIS.
- Employees need to approve their timecard in Kronos by 7:00 p.m. on Friday, February 2nd.
(Facilities deadline – 5:00 p.m.)



E-Time in HRIS

ONLINE LEAVE REQUEST

Online Leave Request



[View Leave Balance](#)

LName: FName Preferred Name:
Employee ID: W000000000
Wildcat ID (WD): 800000000

[View Leave Accrual Balances](#)

[Leave Request Form](#)

Leave Request for (Exempt) Faculty and Staff

PERSONAL INFORMATION
Name:
E-mail Address:

DATES/HOURS OF LEAVE
Vacation and Sick Leave are recorded in 4 hour increments
From Date:
From Time:
To Date:
To Time:
Total Hours Requested:

LEAVE TYPE
Choose Just One:
OR Choose multiple leave types

Vacation Leave VAE
Hours and dates:

Sick Leave SCE
Hours and dates:

Parental Leave PLE
Hours and dates:

Funeral Leave FNE
Hours and dates:

Jury Duty JRE
Hours and dates:

Military Leave MIE
Hours and dates:

Leave Without Pay LWP
Hours and dates:

Discretionary Day DDE Date:

Holiday Compensatory Time HCE
Hours and dates:

Other Absence
Type, Hours and dates:

Choose just one leave type

REASON
Reason for Leave or Other Absence (Optional):

SUPERVISOR
Supervisor's E-Mail Address (Required for submission):

Department TIMEKEEPER
Timekeeper's E-Mail Address (optional):

Follow the path: <http://www.ksu.edu/hr> > Benefits > Leave & Holidays

Online Leave Request



Fill out entire
leave request

Supervisor and
Timekeeper
Emails are
Required

Submit Leave
Request



eTime in HRIS

EMPLOYEE REPORTING OF TIME WORKED

Reporting Hours Worked

Regular hours are used to record the first 40 hours worked each week. Hours are reported in quarter-hour increments.

Minutes Worked	Hours Recorded
0-07	.00
08-22	.25
23-37	.50
38-52	.75
53-67	1.0

Reporting Hours Worked



A few notes:

- Overtime is reported when the employee has **worked** more than 40 hours in the workweek (Sunday – Saturday). Always secure prior approval from supervisor before working hours that exceed 40 for the week.
- Applicable leave is also reported during the reporting time worked process.
- All hours are approved by supervisor prior to submission.



All hourly employees have E-Time access

E-Time is required to be submitted by the **employee** by no later than 8:00 a.m. on the Monday following the pay period close.

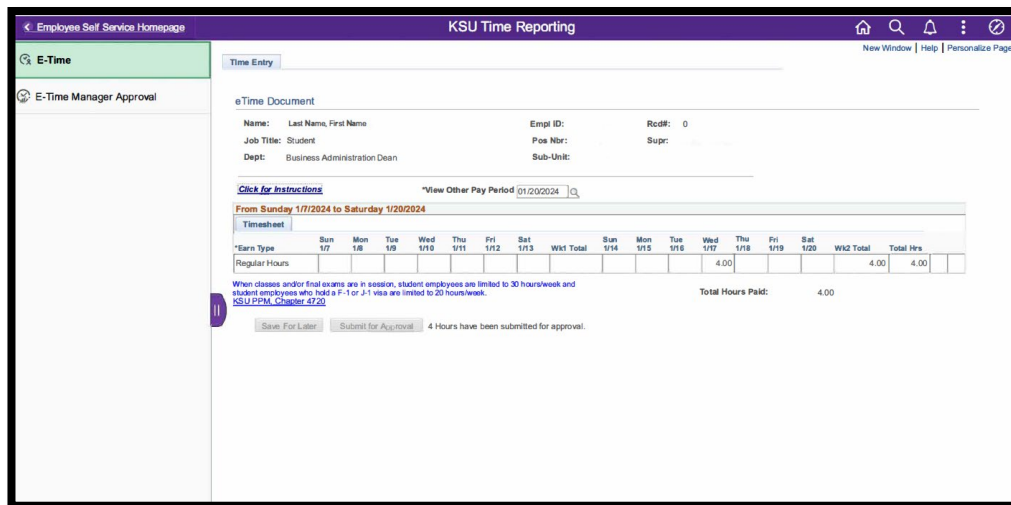
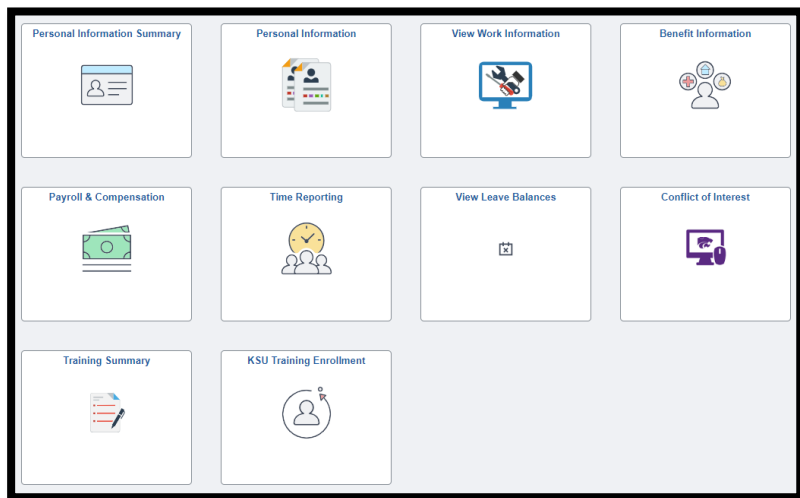
Supervisors will approve time by 5:00 p.m. on the Monday following the pay period close.

Facilities employees - 5:00 p.m. on the Friday before the pay period close.

E-Time in HRIS – To Enter Time

Employee logs into HRIS using K-State eID and password.

Follow the path – Employee Self Service > Time Reporting > Time Entry.



If you have multiple positions, these will show up in the E-Time area.

E-Time in HRIS – To Enter Time



KSU Time Reporting

eTime Document

Name: Last Name, First Name Emp ID: Rod#: 0
Job Title: Student Pos Nbr: Supr:
Dept: Business Administration Dean Sub-Unit:

[Click for Instructions](#) *View Other Pay Period 01/20/2024

From Sunday 1/7/2024 to Saturday 1/20/2024

Timesheet:	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wkt Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk2 Total	Total Hrs
*Earn Type	1/7	1/8	1/9	1/10	1/11	1/12	1/13										
Regular Hours																4.00	4.00
																	4.00

Total Hours Paid: 4.00

When classes and/or final exams are in session, student employees are limited to 30 hours/week and **student employees who work on 1 or 1.5 hrs are limited to 30 hours/week**
KSU 2024 - October 27/28

4 Hours have been submitted for approval.

After recording hours, employee can:

Save for Later

Submit for Approval

E-Time in HRIS – Benefit-Eligible Employees

Employees may report leave through E-Time.

Use “+” to enter a new line to report leave or overtime hours.

Common leave types:

Vacation
Leave

Sick Leave

Discretionary
Day

Inclement
Weather

Comp
Time
Taken

E-Time in HRIS – Benefit-Eligible Employees



Employee Self Service Homepage

Time Entry

eTime Document

Name: Last Name,First Name **Empl ID:** **Rcd#:** 0

Job Title: Benefit Eligible Employee **Pos Nbr:** **Supr:**

Dept: K-State College **Sub-Unit:**

[Click for Instructions](#) *View Other Pay Period

From Sunday 1/7/2024 to Saturday 1/20/2024

Timesheet

*Earn Type	Sun 1/7	Mon 1/8	Tue 1/9	Wed 1/10	Thu 1/11	Fri 1/12	Sat 1/13	Wk1 Total	Sun 1/14	Mon 1/15	Tue 1/16	Wed 1/17	Thu 1/18	Fri 1/19	Sat 1/20	Wk2 Total	Total Hrs		
Regular Eams		6.00		6.00	8.00	8.00		30.00			11.00	11.00	11.00	7.00		40.00	70.00	+	-
Overtime 1.5														2.00		2.00	2.00	+	-
Inclment Weath		2.00	8.00					10.00									10.00	+	-
Holiday Credit 1.										8.00						8.00	8.00	+	-
Total Hours Paid:															90.00				

When classes and/or final exams are in session, student employees are limited to 30 hours/week and student employees who hold a F-1 or J-1 visa are limited to 20 hours/week.
[KSU PPM, Chapter 4720](#)



If you have questions, contact:

Your Supervisor

Your HR Liaison/
Timekeeper
aschr@ksu.edu

Human
Resources'
website



eTime in HRIS

SUPERVISOR RESPONSIBILITIES

Time and Leave Responsibilities



Employee

Reports time worked accordingly to policy

Reports leave time according to policy

Adheres to deadline to ensure timely paycheck

Communicates with supervisor as questions arise

Supervisor

Ensures accuracy and approves time documents in E-Time

Approves leave as appropriate

Adheres to departmental deadline to ensure timely paychecks

Answers questions and provides guidance to employees as needed

ASC-HR

Corrects time and leave record errors for the department/unit

Reviews all payroll for the department/unit

Enters time and leave for employees using paper timesheets and exempt leave

Ensures accuracy of time and leave for department/unit before payroll is processed

Resource Center & Payroll

HR – provides guidance on time entry, policies & laws, and troubleshoots issues in HRIS

Payroll – ensures payroll is accurate and sent to the state to meet paycheck deadlines



Resources for ensuring accurate time and leave

PPM - <https://www.k-state.edu/policies/ppm/4200/4220.html>

Payroll website - <https://www.k-state.edu/finsvcs/payroll/>

ASC-HR – aschr@ksu.edu

Training Resources –
www.ksu.edu/hr

E-Time in HRIS



The screenshot shows the 'Employee Self Service Homepage' with a navigation menu on the left. The 'E-Time Manager Approval' option is highlighted in green. The main content area is titled 'KSU_SS_TE_APPROVER' and contains a search interface. A blue button labeled 'Find an Existing Value' is positioned above a search criteria dropdown menu. The dropdown is currently set to 'Department begins with' followed by an empty text input field. Below the input field are two buttons: an orange 'Search' button and a blue 'Advanced Search' link.

Do not put anything in the Department box and click “Search”

E-Time in HRIS



Review Time

Send back for
corrections by
“Declining”

“Approve”

Online Leave Request



If Employee does not copy the Timekeeper, you must copy them on your response.

Respond
"Approved"

Respond with
changes to make to
request

Respond "Denied" –
appropriate to
include reasoning
for the employee



If you have questions, contact:

aschr@ksu.edu

Human Resources

785-532-6277