Time and Leave

Administrative Support Center Units

Transitioning to E-Time in HRIS
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 3\textsuperscript{rd}.

• 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 2\textsuperscript{nd}. (Facilities deadline – 5:00 p.m.)
E-Time in HRIS

ONLINE LEAVE REQUEST
Online Leave Request

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

Fill out entire leave request

Submit Leave Request

Supervisor and Timekeeper Emails are Required
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.

<table>
<thead>
<tr>
<th>Minutes Worked</th>
<th>Hours Recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-07</td>
<td>.00</td>
</tr>
<tr>
<td>08-22</td>
<td>.25</td>
</tr>
<tr>
<td>23-37</td>
<td>.50</td>
</tr>
<tr>
<td>38-52</td>
<td>.75</td>
</tr>
<tr>
<td>53-67</td>
<td>1.0</td>
</tr>
</tbody>
</table>
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.
E-Time in HRIS

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

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
### Time Entry

**eTime Document**

- **Name:** Last Name, First Name
- **Empl ID:** [Input Field]
- **Rcd#:** 0
- **Job Title:** Benefit Eligible Employee
- **Pos Nbr:** [Input Field]
- **Supr:** [Input Field]
- **Dept:** K-State College
- **Sub-Unit:** [Input Field]

**Click for Instructions**

*View Other Pay Period 01/20/2024*

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

**Timesheet**

<table>
<thead>
<tr>
<th>Earn Type</th>
<th>Sun 1/7</th>
<th>Mon 1/8</th>
<th>Tue 1/9</th>
<th>Wed 1/10</th>
<th>Thu 1/11</th>
<th>Fri 1/12</th>
<th>Sat 1/13</th>
<th>Wk1 Total</th>
<th>Sun 1/14</th>
<th>Mon 1/15</th>
<th>Tue 1/16</th>
<th>Wed 1/17</th>
<th>Thu 1/18</th>
<th>Fri 1/19</th>
<th>Sat 1/20</th>
<th>Wk2 Total</th>
<th>Total Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Eams</td>
<td>6.00</td>
<td>6.00</td>
<td>6.00</td>
<td>6.00</td>
<td>8.00</td>
<td>8.00</td>
<td></td>
<td>30.00</td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td>60.00</td>
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<tr>
<td>Overtime 1.5</td>
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</tr>
<tr>
<td>Inclement Weather</td>
<td>2.00</td>
<td>8.00</td>
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<td>10.00</td>
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<tr>
<td>Holiday Credit 1</td>
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<td></td>
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<td>8.00</td>
</tr>
</tbody>
</table>

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

**Total Hours Paid:** 90.00

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**Save For Later**

**Submit for Approval**
If you have questions, contact:

Your Supervisor

Your HR Liaison/Timekeeper
aschr@ksu.edu

Human Resources’ website
eTime in HRIS

SUPERVISOR RESPONSIBILITIES
<table>
<thead>
<tr>
<th><strong>Employee</strong></th>
<th><strong>Supervisor</strong></th>
<th><strong>ASC-HR</strong></th>
<th><strong>Resource Center &amp; Payroll</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports time worked accordingly to policy</td>
<td>Ensures accuracy and approves time documents in E-Time</td>
<td>Corrects time and leave record errors for the department/unit</td>
<td>HR – provides guidance on time entry, policies &amp; laws, and troubleshoots issues in HRIS</td>
</tr>
<tr>
<td>Reports leave time according to policy</td>
<td>Approves leave as appropriate</td>
<td>Reviews all payroll for the department/unit</td>
<td>Payroll – ensures payroll is accurate and sent to the state to meet paycheck deadlines</td>
</tr>
<tr>
<td>Adheres to deadline to ensure timely paycheck</td>
<td>Adheres to departmental deadline to ensure timely paychecks</td>
<td>Enters time and leave for employees using paper timesheets and exempt leave</td>
<td></td>
</tr>
<tr>
<td>Communicates with supervisor as questions arise</td>
<td>Answers questions and provides guidance to employees as needed</td>
<td>Ensures accuracy of time and leave for department/unit before payroll is processed</td>
<td></td>
</tr>
</tbody>
</table>
Supervisors

Resources for ensuring accurate time and leave

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

ASC-HR – aschr@ksu.edu

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

Training Resources – www.ksu.edu/hr
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 with changes to make to request

Respond “Approved”

Respond “Denied” – appropriate to include reasoning for the employee
If you have questions, contact:

aschr@ksu.edu

Human Resources
785-532-6277