

Ball State University

Timekeeping Roles, Responsibilities, and Acknowledgement

Introduction

Timekeeping is a critical function, which may be performed by the individual employee, a timekeeper, a supervisor, or a combination of these individuals. The timekeeping function requires accurate and timely recording of time and attendance. Timekeeping must be done in accordance with federal and state guidelines as well as University policies.

Specifically, Indiana Code IC 35-44-2 “Perjury, False Reporting, Impersonation, and Ghost Employment” makes it a criminal and civil law offence to employ and pay an employee when the employee is not performing duties related to the operation of the employer thus emphasizing the critical role of the timekeeping function.

Please review the Roles and Responsibilities section below.

Timekeeping System

Ball State University’s official timekeeping system is Kronos Workforce Central. Kronos is used to report hours worked and time off. Every pay period, an employee’s timecard should be reviewed for accuracy, any necessary edits made, and then signed off on by an employee’s supervisor before being sent to payroll for processing.

By giving every supervisor Kronos access, a hierarchy structure is created thus providing a “back up” supervisor or next level approver to assist with coverage for vacations or illness.

See Timekeeper Hierarchy below.

Timekeeping Roles

Employee Role – Each employee is given access to their timecard to view, make limited edits (add a pay code, add a comment, etc.) and approve it.

Auditor Role - View only access given to an employee (or non-employee like State Board of Accounts) to be able to view all timecards of the Ball State employees as part of their job responsibilities.

- Examples include Benefit Manager for PPACA tracking, Human Resources for hours/shift/job information, Employee Relations for discrepancies/complaints/grievances, and internal/external auditors.

Timekeeper Role - View, Edit, and Approve access given to a non-managerial employee who is assigned the timekeeping functions for other employees in their department. A timekeeper is not required in every department; however, some larger departments may opt to enlist the help of a timekeeper. This role does not have the final sign off authorization.

- Examples include an Admin Coordinator, Office Coordinator, Specialist, Assistants, etc.

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Supervisor Role - View, Edit, Approve, and Sign Off access given to a supervisor who is assigned the timekeeping functions and/or final sign off authorization for employees that they supervisor in their department and/or organization. A supervisor is responsible for the accuracy of their employee's timecards as well as ensuring the timecard sign offs are complete by the assigned deadlines.

- Examples include Supervisors, Managers, Deans, Chairs, AVPs, VPs, etc.

Timekeeping Responsibilities

Employee Responsibilities

- Non-exempt employees are required to:
 - Record time via timestamp or time clock
 - Report time off
 - Record time worked against the proper job, contract, or grant fund
 - Review and approve their timecard by the approval deadline.
- Exempt employees are required to:
 - Record exceptions (sick, vacation, or leaves)
 - Review and approve their timecard by the approval deadline.

Timekeeper Responsibilities

- Review timecards to ensure the employee's time is accurately recorded and complete
- Work with employees to resolve errors like missing punches and job corrections
- Approve the timecard by the approval deadline effectively locking the timecard from any further employee edits and notifying the employee's supervisor that you have completed your timekeeping responsibilities.
- For corrections after the payroll has processed, complete a Kronos Adjustment Form, obtain the employee and supervisor signature, and email to the Payroll department.

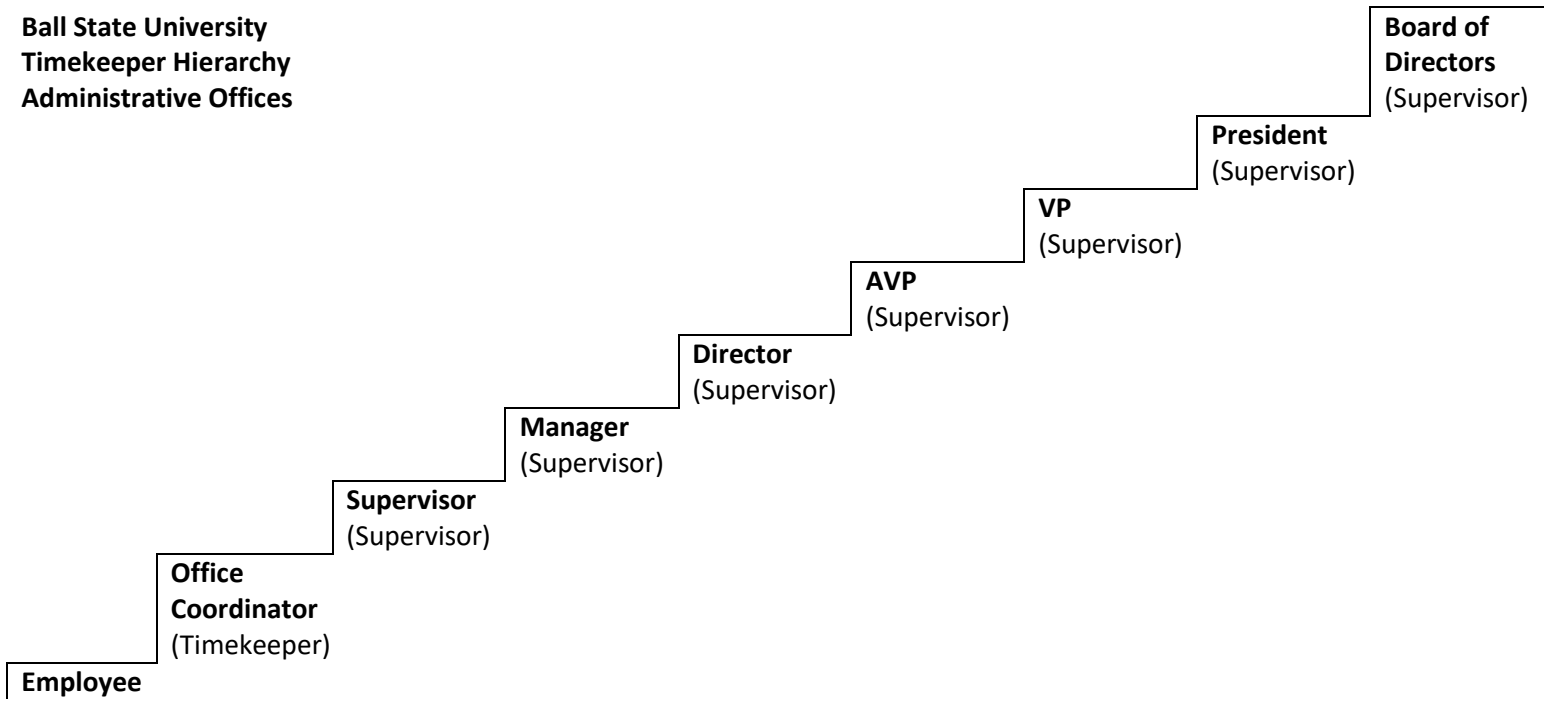
Supervisor Responsibilities

- Review direct report timecards to ensure the time is accurate and complete
- Assist the Timekeepers and employees with edits or questions
- Work with employees to resolve errors like missing punches and job corrections
- Sign off on the timecard by the sign off deadline effectively locking the timecard from any further edits and notifying the Payroll department that you have completed your supervisor responsibilities.
- For corrections after the payroll has processed, complete and sign a Kronos Adjustment Form, obtain the employee signature, and email to the Payroll department.

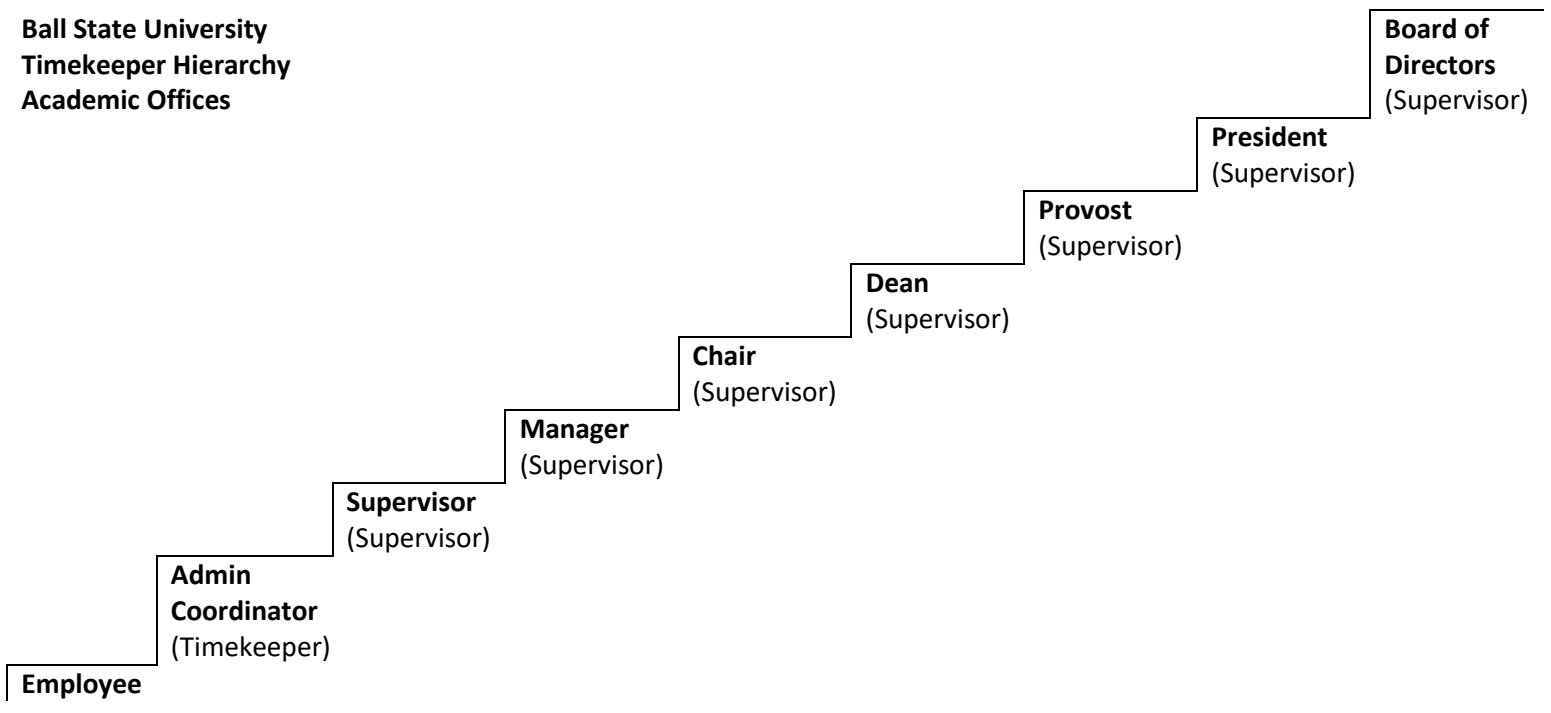
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**Ball State University
Timekeeper Hierarchy
Administrative Offices**



**Ball State University
Timekeeper Hierarchy
Academic Offices**



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