

Ball State University

Supervisor Role, Responsibilities, and Acknowledgement for Timekeeping

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 the emphasizing the critical role of the timekeeping function.

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.

Supervisor Role, Responsibilities, and Acknowledgement

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 supervise 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.

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.

Supervisor Acknowledgement:

By signing below, I hereby acknowledgement my role and responsibilities as a Supervisor. I understand the importance of accurate timecards, the review process, timely approval and sign offs as well as the following all federal/state guideline and organizational policies. At any time, if I have a question or concern about my responsibilities, I will contact the Payroll department at 285-6714.

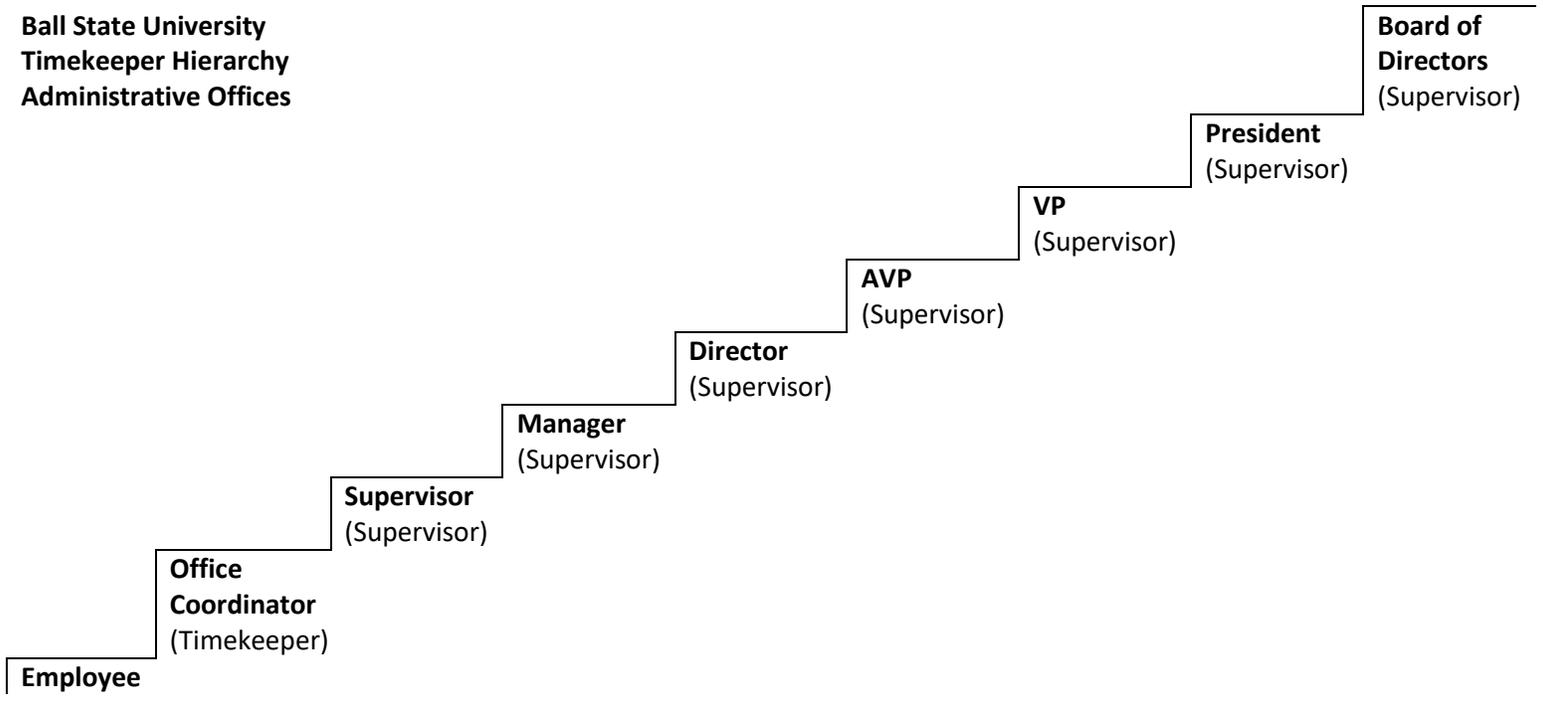
Name:

Date:

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**Ball State University
Timekeeper Hierarchy
Administrative Offices**



**Ball State University
Timekeeper Hierarchy
Academic Offices**

