YOUR WORK-TIME IS RECORDED USING YOUR OTIS ID AND A KRONOS TIME CLOCK.

KRONOS TIME CLOCK LOCATIONS

- Goldsmith Campus
  - 1st floor- Lobby (passing receptionist in the left side)
  - 2nd floor- Between the Business Office and Payroll Office windows
  - 3rd floor- Across from elevators
  - 4th floor- Near Computer Lab
  - 5th-7th floors- Across from the elevators
  - Galef Building – Near the Gallery
- California Market Center- Fashion Design Department – Reception Office
- Administrative Offices – Near Human Resources and Development
- Culver City Studios – Front Lobby

TO RECORD YOUR WORK-TIME

- **Swipe your Otis ID card’s bar code** (not the brown strip) at a Kronos Time Clock as close as possible to the start and end of each scheduled work period, including before and after the required lunch break.

IF YOU WORK FOR MORE THAN ONE DEPARTMENT

If you are scheduled to work in more than one Department in a given day, **swipe In before and Out after each job** (and also your lunch break), then follow the steps below to **Transfer Jobs** from one Department to another.

TO RECORD YOUR WORK-TIME

- **Touch “Job Transfer.”**
- **Swipe your Otis ID card’s bar code** (not the brown strip) at a Kronos Time Clock as close as possible to the start and end of each scheduled work period, including before and after the lunch break.
- **STUDENTS:** Enter the Job Code assigned by the Coordinator of Student Employment.
- **HOURLY STAFF, CA’s, TA’s and EA’s:** Enter the Job Code assigned by Human Resources and Development.
IF YOU WORK OFF-CAMPUS

Please record your time on a paper Time Sheet, available in the Department.

**Time Sheet Steps:**

- **Record** your work-time at the start and end of each scheduled work period, including the specific start and end time of each lunch break.
- **Sign** your Time Sheet
- **Submit** your signed Time Sheet to your hire Department Office for approval and data entry into the timekeeping System on the Time Sheet Due dates.

**Time Sheet Due Dates:**

- Pay Period 1\textsuperscript{st} to the 15\textsuperscript{th}, time sheet is due on the 16\textsuperscript{th}
- Pay Period 16\textsuperscript{th} to the end of the month, time sheet is due on the 1\textsuperscript{st} of the following month.

Please inform the Department Manager/Assistant of any error(s); the Department will make and initial any needed correction(s).

Otis Id Cards are issued in the Student Activities Office, located at AHMN basement Room B02.

Please be advised that the cost to issue a replacement card is **$15.00** payable at the Cashier’s window, AHMN 2\textsuperscript{nd} Floor.

A copy of the receipt must be presented to the Student Activity Office in order to have the ID card replaced.

* Departments may only change an Employee’s time record to accurately reflect the Employee’s actual work hours. If you believe that a supervisor or manager has modified your time record to inaccurately reflect your actual hours worked, please inform Human Resources and Development immediately, in writing.*