CA’s, TA’s, EA’s, Mentors and Hourly Staff
Timekeeping Guide

YOUR WORK-TIME IS RECORDED USING YOUR OTIS ID AND A KRONOS TIME CLOCK.
Otis ID Cards are issued in the Student Activities Office. They are open Monday through Friday from 8:30am to 5:00pm.

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
- Galef Building – Near the Gallery
- Shop Building – At the tool crib wall as you walk into the new shop
- North Building – At the design studio nearest the second entry way to the hall corridor.
- California Market Center - Fashion Design Department – Reception Office
- Administrative Offices – Near Human Resources and Development
- Culver City Studios – Front Lobby

TO RECORD YOUR TIME IF YOU ONLY WORK FOR ONLY ONE DEPARTMENT

• 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 lunch break. A lunch break of at least thirty (30) minutes is “Mandatory” if you are scheduled to work more than five hours per day. A second meal period of not less than thirty (30) minutes is also “Mandatory” if you work more than ten hours per day. Lunch must be taken prior to complete 5 hours worked.

TO RECORD YOUR TIME IF YOU WORK FOR MORE THAN ONE DEPARTMENT

If you are scheduled to work in more than one Department follow the steps below to Transfer Jobs from one Department to another.

TO RECORD YOUR WORK-TIME

• Touch “Job Transfer.”

• Swipe In using your Otis ID card’s bar code (not the brown strip) at a Kronos Time Clock as close as possible to the start of each scheduled work period

• Enter the Job Code provided by Human Resources.

• Swipe Out using your Otis ID card’s do not select job transfer when swiping out for lunch or swiping out for the same job.

***Important: If you are transferring jobs without taking a break between jobs, please do not swipe out. Touch “Job Transfer, Swipe In and Enter the Job Code” for the job you are transferring to.

TO RECORD YOUR TIME IF YOU WORK OFF-CAMPUS WITHOUT TIMECLOCK ACCESS:
Please record your time on a paper Time Sheet, available online at http://www.otis.edu/sites/default/files/timesheetform.pdf or at your 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 date the 25th: Pay Period 1st to the 15th, time sheet is due on the 16th.
- Pay date the 10th: Pay Period 16th to the end of the month, time sheet is due on the 1st of the following month.

https://intranet.otis.edu/HR/Documents/Payroll-Authorization_and_Time-sheets-Calendar_with_HR_dates.pdf

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

**ID CARDS REPLACEMENT:**

Otis ID Cards replacements are issued in the Student Activities Office, located at AHMN basement Room B02. They are open Monday through Friday from 8:30am to 5:00pm.

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

**QUESTIONS?**

See your Department Office
or the Payroll Office, AHMN 2nd Floor