



Otis Model 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
 - o 1st floor- Lobby (passing receptionist in the left side)
 - o 2nd floor- Between the Business Office and Payroll Office windows
 - o 3rd floor- Across from elevators
 - o 4th floor- Near Computer Lab
- Shop Building- At the tool crib wall as you walk into the shop
- Galef Building – Near the Gallery
- North Building – TBA
- 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

Your scheduled daily work-times are managed as “Jobs” in Otis Departments. Because you are scheduled to work in more than one department you must follow steps below to **Transfer jobs** from one department to another.



- R00178-00 Comm. Arts/Illus Model
- R00209-00 Fashion Model
- R00219-00 Fine Arts Model
- R00242-00 Foundation Model
- R00409-00 Toy Design Model
- R00430-00 Digital Media Model
- R00450-00 Foundation Summer Model
- R00509-00 Cont'g Educ. Model
- R00519-00 Summer of Arts Model

Touch “Job Transfer.”

- **In punch: Swipe 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 from the list, above. (The Department will review and approve your work-time for processing and payment.)
- **Out punch: Swipe your Otis ID card’s bar code** (not the brown strip) at a Kronos Time Clock as close as possible to the end of each scheduled work period. Do not select Job Transfer when swiping out.
- **Lunch break :** Swipe In/Out for lunch for **at least 30 minutes break between jobs and or before 5 hours worked.** Do not select job transfer when Swiping for lunch break.

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.

IF YOU WORK OFF-CAMPUS

Please record your time on a paper Time Sheet, available online at <http://www.otis.edu/sites/default/files/timesheetform.pdf> or 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 date each pay period . Please click link below to view time sheets deadlines for 2016:

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

TIME SHEET AND KRONOS APPROVAL 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.

Payroll Schedule is available online at

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

ID CARDS REPLACEMENT:

Otis ID Card replacements are issued in the Student Activities Office, 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.

Please inform the Department Office of any error(s); the Department will make any needed correction(s). *(Note: 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.)*

