



## Otis Student Employee 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.

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### 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
- 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

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

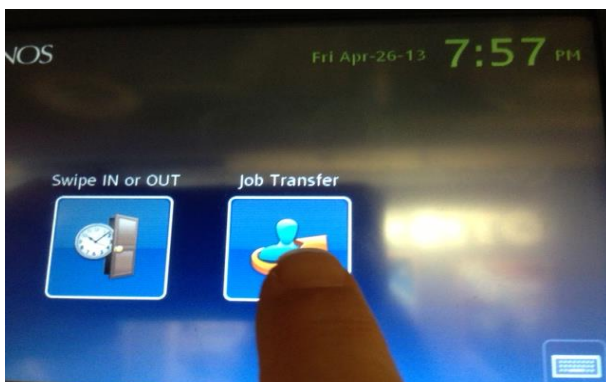
• **Swipe your Otis ID card's bar code** (not the brown strip) at a Kronos Time Clock as close as possible to the start and end of each scheduled work period, including before and after the required lunch break. A lunch break of at least thirty (30) minutes is "**Mandatory**" if you are scheduled to 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.



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### IF YOU WORK FOR MORE THAN ONE DEPARTMENT

If you are scheduled to work in more than one Department please provide your work schedule to your supervisor or follow the steps below to **Transfer Jobs** from one Department to another.



- **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 of each scheduled work period

**Enter the Job Code** assigned by the Coordinator of Student Employment

**Swipe for lunch :** Swipe In/Out for lunch for **at least 30 minutes break between jobs and or before 5 hours worked.**

**Swipe Out :** Swipe out as close as possible to the end of each job. Please do not select job transfer when swiping out.

**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.**

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## **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 dates.

**Supervisors:** *Please submit original Time Sheet to Payroll for timekeeping records.*

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## **TIME SHEET AND KRONOS APPROVAL DUE DATES**

- Pay date the 25<sup>th</sup> Pay Period 1<sup>st</sup> to the 15<sup>th</sup>, time sheet is due on the 16<sup>th</sup>
- Pay date the 10<sup>th</sup> Pay Period 16<sup>th</sup> to the end of the month, time sheet is due on the 1<sup>st</sup> of the following month.

Payroll Schedule can be found online at [https://intranet.otis.edu/HR/Documents/Payroll-Authorization\\_and\\_Time-sheets-Calendar\\_with\\_HR\\_dates.pdf](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).

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## **ID CARDS REPLACEMENT:**

Otis ID Card 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 2<sup>nd</sup> Floor