



## 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.

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### KRONOS TIME CLOCK LOCATIONS

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

[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).

### 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 2<sup>nd</sup> 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

