Time Reporting for Postdoc and Academic Researchers

Overview

On October 8, 2024, the UC and the UAW signed an agreement that confirms in writing that all UAW-represented academic appointees, including ASEs (BX), GSRs (BR), Postdoctoral Scholars (PX), and Academic Researchers (RA), shall comply with local time and attendance system obligations. Specifically, all UAW-represented academic appointees are required to record every month in the Kronos Timekeeping system whether they did or did not have any absences. Supervisors are required to verify and approve these records.

Time and attendance reporting is critical to ensuring the University accurately pays its employees and accurately records absences and leaves; the agreement with the UAW affirms this. In addition to fairness and consistency, we have a fiduciary and legal responsibility to ensure the accuracy of effort reporting for both state funds and funding from federal agencies. Submitting erroneous information in the time and attendance system is subject to an employee's submission being overridden and pay withheld for the time not worked. This includes the failure to engage with the time and attendance system during strike-related activities, which may be used as evidence that a worker withheld labor for purposes of aligning pay with work.

Given the importance of this requirement, as confirmed by the UC-UAW agreement, the University has developed the following timekeeping guide to assist employees in recording their time and attendance accurately and in a timely manner. It is critical that the University maintain consistent and equitable enforcement of the time and attendance policies moving forward.

Time Reporting Requirements for Postdoctoral Scholars and Academic Researchers (Researchers, Project Scientists, and Specialists)

➔ **Exempt Employees**

Employees in these job titles,including but not limited to Postdoctoral Scholar Employees, Postdoctoral Scholar Fellows, Postdoctoral Scholar Paid Directs, Interim Postdoctoral Scholar Employees, Professional Researchers, Project Scientists, and Specialists, are classified as exempt under the Fair Labor Standards Act (FLSA) and are expected to complete their electronic timecards on a monthly basis.

Employees under this category are **monthly-salaried** and therefore are not expected to report hours worked or approved absences of less than a full work day, and instead should simply verify that they worked, as scheduled, for the month. As with other exempt employees who record time in Kronos, the absence of any hours reported signifies that the scheduled hours for that day were worked.

➔ **Non-Exempt Employees**

Employees in these job titles, including but not limited to Postdoctoral Scholar NEX, are classified as non-exempt employees and are responsible for honestly and accurately reporting hours worked on an affirmative basis, to the nearest quarter hour.

Employees under this category are generally bi-weekly employees and are expected to report hours worked to be paid for any hourly positions. Bi-weekly employees have timecards configured to correspond with a 2-week pay period.

*Postdoctoral Scholars and Academic Researchers with a reduced appointment percentage (FTE%) that drops them below the salary basis test will become non-exempt. Employees will be placed in a non-exempt job code and will be required to report hours worked for pay.

Reporting Time and Leave

Employees will log into Kronos by going to UCSB Electronic Timekeeping and click the login button. Use the Central Authentication Service (CAS) to enter your UCSBNetID credentials, then click the "LOG IN" button to access Kronos. New Kronos users may wish to go to the Knowledge Base Portal and click on "Timekeeping Support Services" for additional assistance.

➔ **For Postdoctoral Scholars**

Leaves without pay shall be reported in hours for each assigned work day off. This extends to strike-related activities - should labor be withheld during a strike.

Supervisors review and approve all timecards, based on their knowledge of the work or activities completed, and their normal communications and interactions with the employees they supervise. Employee and Supervisor approvals will be due according to the Timekeeping schedule.

- **Hours Worked:** Postdoctoral Scholars who are exempt are not expected to report hours worked. A blank timecard signifies that the scheduled hours for that day were worked. The timecard must still be approved if no leave time is entered. Those that are non-exempt and appointed in the Postdoc-NEX (3255) job code are expected to report hours worked.

- **Personal Time Off:** Postdoctoral Scholars taking Personal Time Off (PTO) will select the *Paid Time Off* Pay Code. PTO is managed in hours in UCPath. For example, a Postdoc with 24 PTO days will be assigned 192 total hours of PTO in UCPath. **Please Note:** Per the Postdoc labor contract, PTO is earned and taken in 1 full work day increments. For example, a Postdoc appointed at 100% shall report 8 hours of PTO for the full work day. Appointments less than 100% time and 12 months shall be pro-rated. Postdoctoral Scholars must obtain written approval from their Supervisor prior to using PTO.

- **Sick Days**: Postdoctoral Scholars taking Sick Leave Days will select the *Sick* Pay Code in Kronos. Sick Leave Days are managed in hours in UCPath. For example, a Postdoc with 12 Sick Leave Days will have 96 total hours for the 12-month period. **Please Note:** Per the Postdoc labor contract, Sick Leave Days are earned and taken in 1 full work day increments. For example, a Postdoc appointed at 100% shall report 8 hours for 1 full day of sick leave. Appointments less than 100% time and 12 months shall be prorated accordingly.

- **Unpaid Time Off:** Leaves without pay shall be reported in hours for each full work day off. This extends to strike activities - should labor be withheld during a strike. Employees will select the "*Leave No Sal*" Pay Code and enter the hours for the full work day corresponding to their assigned appointment percentage.

- The administration of extended leaves (such as medical leaves, for example) is separate from PTO and Sick Leave reporting, as outlined in Leaves of Absence Article of the Postdoc labor contract. Extended leaves of more than seven calendar days must be requested to/approved by the Associate Vice Chancellor for Academic Personnel. Extended leaves are processed in the UCPath Absence Management module (they are not handled in Kronos). Please refer to the following resources for information on the leave approval and administration processes: https://ap.ucsb.edu/leave.of.absence/.

   Please note: Leaves of seven calendar days or less, paid or unpaid, shall be requested to the employee's Supervisor in writing before time is reporting on the employee's timecard.

➔ **For Academic Researchers (Researchers, Project Scientists, and Specialists)**

Leaves without pay shall be reported in hours for each assigned work day off. This extends to strike-related activities - should labor be withheld during a strike.

Supervisors review and approve all timecards, based on their knowledge of the work or activities completed, and their normal communications and interactions with the employees they supervise. Employee and Supervisor approvals will be due according to the Timekeeping schedule.

- **Hours Worked:** Academic Researchers who are exempt are not expected to report hours worked. A blank timecard signifies that the scheduled hours for that day were worked. The timecard must still be approved if no leave time is entered. Those that are non-exempt are expected to report hours worked, to the nearest quarter hour.

- **Sick Days**: Academic Researchers who use sick time will select the "*Sick*" Pay Code in Kronos. Sick Leave is managed in hours in Kronos.

   Exempt Academic Researchers

Use of sick leave is recorded in one-day increments. Approved absences of less than one full day do not require the use of sick leave.

A reduced schedule will use a full day of sick leave when absent for their entire reduced time "day" on which they are absent.

Non-Exempt Academic Researchers
Use of sick leave is recorded to the nearest quarter hour and also choosing the *"Sick"* Pay Code in Kronos.

- **Vacation Leave:** Academic Researchers taking Vacation Time will select the *"Vacation"* Pay Code in Kronos. Use of vacation is recorded in one-day increments or prorated based on the appointment percentage. Please see the [Academic Researchers Collective Bargaining Agreement](#) (CBA) for more details.

  Exempt Academic Researchers

  Use of vacation is recorded in one-day increments only or in increments not less than that portion of a day during which an Academic Researcher with less than a full-time appointment is normally scheduled to work, except when accrued vacation is used during family and medical leave. When accrued vacation is used during family and medical leave, the Academic Researcher's leave will only be deducted for the actual amount of time taken, which may be partial day increments, and reported as family and medical leave (Article 12 – Leaves of Absence).

  Non-Exempt Academic Researchers

  Record vacation leave used to the nearest quarter hour and also select the *"Vacation"* Pay Code in Kronos.

- **Unpaid Time Off:** "*Leave No Sal*" Pay Code in Kronos**.**

  This extends to strike activities - should labor be withheld during a strike. Employees will select the "*Leave No Sal*" Pay Code and enter the hours for the full work day corresponding to their assigned appointment percentage.

- The administration of extended leaves (such as medical leaves, for example) for periods of more than seven calendar days must be requested to/approved by the Associate Vice Chancellor for Academic Personnel, with the exception of the following, which may be approved at the departmental level: (1) Vacation and non-FMLA use of sick leave, (2) Bereavement Leave, & (3) Jury Duty Leave. Extended leaves are processed in the UCPath Absence Management module (they are not handled in Kronos). Please refer to the following resources for information on the leave approval and administration processes: https://ap.ucsb.edu/leave.of.absence/.

Please note: Leaves of seven calendar days or less, paid or unpaid, shall be requested to the employee's Supervisor in writing before time is reported on the employee's timecard.

Questions regarding Kronos, entering hours on your timecard, or issues with the appropriate pay codes showing on your timecard, should be directed to your hiring department **Payroll Manager.**