

Your Kronos Manager is Lizzy Haugen
Email: lizzy_haugen@byu.edu

New Student Employee Handout for the Political Science Department

****Please read thoroughly – you are responsible for all this info!**

1. Read policies and procedures *carefully*:

Go to: <http://politicalscience.byu.edu>
Click on **Student Resources** menu
Click on **Employment** menu

- Review the **KRONOS Online Training** instructions
- Read **BYU Student Employment Policies**
- Read/print **current Pay Period Ending Dates**

*** Do not work more than 5.5 hours straight without a 30 min off-the-clock break!***

Working on Sundays is prohibited without extenuating circumstances *and pre-approval*

2. Set up your Direct Deposit:

BYU does NOT mail checks to student employees. Set up your direct deposit now!

Go to BYU's homepage
Sign in with your Route Y information
Click on the **Route Y** menu
Click on the **Work** menu
Select **Direct Deposit**
Follow the directions as outlined

3. Know the expectations:

- a. You are expected to read this document and those listed in step 1 thoroughly and will be held accountable for all items contained therein.*** Disciplinary action will be taken with those not in compliance with these policies.
- b. You are expected to punch in and out properly and accurately for all time worked.*** Your Kronos account will become active approx. **2 business days** after you are hired (assuming you have a current I-9 on file with Student Employment). If you work during those first two days you are expected to keep an accurate log of punches and email that timecard to your Kronos Manager. Thereafter, you must use on-campus Kronos clocks, or if given online access (**you must request it via email to Lizzy**), online Kronos to clock in and out.

BYU is legally liable to pay you for all the time you work, so you are **REQUIRED** to accurately punch in and out for **ALL** work done. **It is your responsibility to make sure your timecard accurately reflects what you really worked.**

- c. Your timecard is to reflect ONLY REAL TIMES WORKED.*** You are never under any circumstances to falsify your time card by punching in or out other than real times when you begin or end working. – *The same goes for submitting corrections – you must submit accurate corrections. Don't make things up!*

CONTINUED ON REVERSE

IF YOU MISS A PUNCH, DO NOT PUNCH LATE!

Instead, skip that punch and email your Kronos Manager the correct punch time.

It is easier to correct a missed punch than an incorrect punch!

THE SAME GOES FOR “MAKING-UP” HOURS – DON’T!

If you’ve forgotten to clock in for some hours, DO NOT simply start adding on hours to the next week that you didn’t actually work that week. This is considered falsifying your time card and will NOT be accepted!

Instead, email your Kronos Manager the missed punch information.

Note: Your Kronos Manager will send out a *courtesy* “Missed Punch” email each week on Fridays. However, this report won’t catch any and all change that might need to be made. Check your timecard *at least* once a week.

- d. ***You are expected to check your time card turn in TIMLEY corrections*** – You are *required* to check your time card at least each week and submit corrections absolutely no later than the end of the pay period. If you cannot view your timecard, come to Lizzy’s office in 747 SWKT and she will print you a copy.
- e. ***You are expected to APPROVE your timecard at the end of each pay period*** – Check your timecard one final time after finishing work on the Friday of the end of a pay period. If everything is correct – APPROVE. If everything is *not* correct, do not approve, email your Kronos Manager the corrections.
- f. ***You must turn in COMPLETE time card corrections.*** You *must* include:
 - 1. First & last name
 - 2. Numeric date
 - 3. Whether the punches are IN or OUT punches
 - 4. The AM/PM stamps for *each* time
 - 5. Reason for the missed punch
 - 6. If you have more than one job you must also include the JOB NUMBER.
- g. ***You are expected to turn in minimal corrections*** – 90% of your timecard should be correctly punched by you. Your Kronos manager enters *corrections* – not entire timecards.
- h. ***You are expected to inform your Kronos Manager immediately if you have extenuating circumstances*** that will cause you to miss more punches than this etc. Make your Kronos Manager aware of any issues as soon as they come up so she can work with you. If you don’t, excuses will NOT be accepted after the fact.
- i. ***You are expected to submit a Hiring Form for each job each semester.*** It is your responsibility to inform your Manager if you are going to start, continue or change a job in this department in any given semester. Any jobs without Hiring Forms for the current semester **will be terminated**.
- j. ***You are expected to KNOW how to properly complete your job, clock the hours worked, and be paid for them.*** If you do not, it is your responsibility to ask questions and find out.
- k. ***You are expected to ASK QUESTIONS if you don’t know something.*** If any part of this document or your job brings up questions you are expected to ask and find out the answers.

QUESTIONS MAY BE DIRECTED TO LIZZY HAUGEN (lizzy_haugen@byu.edu; 747SWKT; 2-3422). Should Lizzy be out of the office due to emergency, contact the College Controller, Marilyn Webb.