Kaba Time Collection System - Supervisor Training
Overview - What is Kaba…

Automated time collection system fully integrated with the Human Resources System or PS. It will be used to:

- Record time punch data for **student workers** and **temporary staff (hourly) employees**. In turn, punch data is fed into HR System so total hours worked can be documented & tracked each week.

- Will help later to determine eligibility for health care under the Affordable Care Act
Kaba Implementation

CVM is going live effective **September 27, 2014**

- For all student workers, temp employees and work study students

**Campus Wide** **September 30, 2014**
Time Collection- 2 Avenues

• Web Clock
  - Accessible from the MYPACK PORTAL under “Employee Self-Service”. (Navigation: Time Reporting->Report Time->Punch Clock)
  - Can be used wherever the web is accessible
  - Can be accessed by smartphone or tablets
Time Collection cont’d

- Kaba Wall Clock
Kaba Wall Clock- Quick Reference Guide

Clocking In
Hold your NCSU ID badge within a few inches of the ID reader.

**Note:** The screen will briefly display employee information associated with the badge then provide screen options to select.

**Touch the “Job Clock In” key on the left side of the screen display to clock in.**

**Note:** If you work multiple jobs you will have to select the scheduled job activity before clocking in. Always follow the onscreen or guide by light instructions.

Clocking Out
Hold your NCSU ID badge within a few inches of the ID reader.

**Touch the “Job Clock Out” key on the left side of the screen display to clock out.**
Always follow the onscreen or guide by light instructions.

Exception Notification
If for any reason you are unable to access the clock, **notify your manager immediately and report the issue.** Please note any errors or screen messages. Also check with your manager for alternative Time Collection Devices (TCD) to punch In/Out.
When can employees utilize Kaba?

• Newly hired employees
  – The *day after* the Hire Action is approved
    *Hire action must be approved prior to first work day*

• Rehires and additional jobs
  – *15 minutes* after the transaction is *approved*
Time Management Hierarchy

Division Payroll Coordinator

- Dept. Timekeeper
  - TKL #100
    - Supervisor ID
      - Employee 1
      - Employee 2
      - Employee 3
      - Employee 4
      - Employee 5
  - Employee 1
  - Employee 2
  - Employee 3
  - Employee 4
  - Employee 5

- Dept. Timekeeper
  - TKL #101
    - Supervisor ID
      - Employee 1
      - Employee 2
      - Employee 3
      - Employee 4
      - Employee 5
  - Employee 1
  - Employee 2
  - Employee 3
  - Employee 4
  - Employee 5

- Dept. Timekeeper
  - TKL #102
    - Supervisor ID
      - Employee 1
      - Employee 2
      - Employee 3
      - Employee 4
      - Employee 5
  - Employee 1
  - Employee 2
  - Employee 3
  - Employee 4
  - Employee 5
Supervisor Responsibilities

Responsible for:

- Notifying new direct reports of requirement to use Kaba to punch in/out
- Ensuring that the employee has worked the hours recorded on the timesheet
- Training direct reports on how to punch in/out via Kaba
- Working directly with timekeepers to resolve any time punch issues for their employees within 48 hours of receiving the timesheet summary notification.
Timekeeper Responsibilities

• Review entries and working with the supervisor to resolve any time punch issues **prior to scheduled lockout**. This includes:
  
  – Missed punches
  – Exception alarms
  – Incorrect punch entries
  – Project ID#’s
Division Payroll Coordinator Responsibilities

• Send reminders to Supervisors/Timekeepers of due dates
• Serve as the liaison with Central HR (HRIM)
• Responsible for
  – Managing recorded time entries for the College.
  – Serve as backup upon request
  – Serving as a second set of eyes for reviewing punch data.
Supervisor Navigation Links

"My Temporary Employee Time" will make it easier for supervisors to manage biweekly employee timesheets.
# Timesheet Summary

**Employee Selection Criteria**

- **View By:** Week
- **Date:** 04/12/2014

**Employees For Lee Little, Totals From 04/12/2014 - 04/18/2014**

<table>
<thead>
<tr>
<th>Name</th>
<th>Reported Hours</th>
<th>Hours to be Approved</th>
<th>Exception</th>
<th>Approved/Submitted Hours</th>
<th>Denied Hours</th>
<th>Employee ID</th>
<th>EmpID</th>
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**Options:**

- Previous Week
- Next Week

**Navigations:**

- Manager Self Service
- Time Management
- Approve Reported Time
Click the magnifying glass to choose the Check Date for the Pay Period that you would like to view. Changes made to your employee's time must be processed before generating an updated timesheet. Time is processed daily from 2:00-3:00 PM and overnight.

NOTE: Punch time with Exceptions, such as a missing OUT punch, are not included on the timesheet report. Please click here to review exceptions.

To resolve punch time exceptions go directly to the timesheet summary report. Please click here to access employee timesheets.
### Timesheet - Biweekly

**Employee ID**: TKL

**Employee Name**: Elia

**Department**: Camp Enterprises Facilities Op

**Payroll Run ID**: 20142R23

**Pay Period**: 04-12-2014 - 04-25-2014

**Pay Day**: 05-09-2014

**As Of**: 04-25-2014 01:37 PM

**Exp End Date**: 10-19-2014

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**Total**: 8.50

**Total Hours Worked**: 49.25

*Holiday*

**Week Ending 04-18-2014**

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**Total**: 7.75

**Week Ending 04-25-2014**

**Total Hrs Worked**: 33.25

**Total Hrs for Pay Period**: 82.50

**Total All Jobs**: 82.50

I certify that all hours have been recorded accurately.

**Employee Signature**

**Date**

**Supervisor Signature**

**Date**
## Approving Time

### Timesheet Summary

**Employee Selection Criteria**

- **View By:** All Time After
- **Date:** 05/09/2014

__Employees For Robert Schrag, Time Needing Approval After 05/09/2014__

<table>
<thead>
<tr>
<th>Name</th>
<th>Hours to be Approved</th>
<th>Employee ID</th>
<th>Emp ID</th>
<th>OJC</th>
</tr>
</thead>
<tbody>
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<td>Stephen Larson</td>
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<td>000967701</td>
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<td>Melinda Leonard</td>
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<td>Valeska Redmond</td>
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[Manager Self Service](#)
[Time Management](#)
[Report Time](#)
Employee Timesheet - Approval

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<tr>
<th>Day</th>
<th>Status</th>
<th>Approval Monitor</th>
<th>In</th>
<th>Out</th>
<th>Punch Total</th>
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<tbody>
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<td>Approval Monitor</td>
<td>8:00 AM</td>
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</tr>
<tr>
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<tr>
<td>Thu</td>
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<td>Approval Monitor</td>
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<tr>
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<td>1:00 PM</td>
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<tr>
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<td>3:45 AM</td>
<td>0.75</td>
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<td>Approval Monitor</td>
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</table>

Employee's Default Distribution:
- Project ID: 2015555
- Account: 51450
- Description: COMMUNICATION
- Percent of Distribution: 100.00%
First Notification

• **Notification that a Timesheet Has Been Posted for an Employee(s ) That You Supervise** This is to serve as a notification that a temporary staff or student worker that report to you have submitted hours worked for the pay period that ended at midnight this past Friday and to provide you with an opportunity to review these timesheets, captured on the date of this email, before they are paid. The timesheets can be accessed from the link provided below.

• [Link to timesheet here](#)

• You are encouraged to take this opportunity to review these timesheets before they are paid. Please resolve any issues that you identify by **5pm (Tuesday date)**. Failure to do so may lead to the employee being paid incorrectly.

• **As you review your employee’s timesheet(s), please keep the following in mind:** • All Exception Alarms must be resolved by **5pm (Tuesday date)**. An employee will not be paid for any entry for which an exception alarm is noted on the timesheet. • Ensure that the days recorded are days that the employee actually worked. • Verify that the project id(s) listed is correct. Please correct or refer to your departmental timekeeper any project ids that must be added or modified. • Report any issues that you note to your departmental timekeeper as soon as possible but no later than **5pm (Tuesday date)**.
**Final** Notification that a Timesheet Has Been Posted for an Employee(s) That You Supervise

This is to serve as a reminder that temporary staff or student workers that report to you have submitted hours worked for the pay period that ended at midnight this past Friday and to provide you with a last opportunity to review these timesheets, captured on the date of this email, before they are paid. The timesheets can be accessed from the link provided below.

- Link to timesheet here

You are encouraged to take this final opportunity to review these timesheets before they are paid. Please resolve any issues that you identify by 5pm today. Failure to do so may lead to the employee being paid incorrectly.
## Missed Punch Log - Example

### CHASS HR: KABA Time Correction Log

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Date</th>
<th>Time</th>
<th>AM/PM</th>
<th>Provide Brief Explanation</th>
<th>Employee's Signature</th>
<th>Supervisor’s Signature</th>
<th>Kaba Updated</th>
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Summary

- Plan ahead when hiring temps! Need additional time to grant them access to Kaba
- Reviews employees timesheet data on a regular basis; resolve “missed punches” quickly
- Verify in writing “missed punches” with employees
- Kaba automatically calculates overtime and NCSU Holiday pay
- E-mail notifications will be sent to supervisors on Sat/Tues to review timesheets