

UKG Instructions **Specifically For:**

Graduate Assistants and Students



**BALL STATE
UNIVERSITY**

EST. 1918

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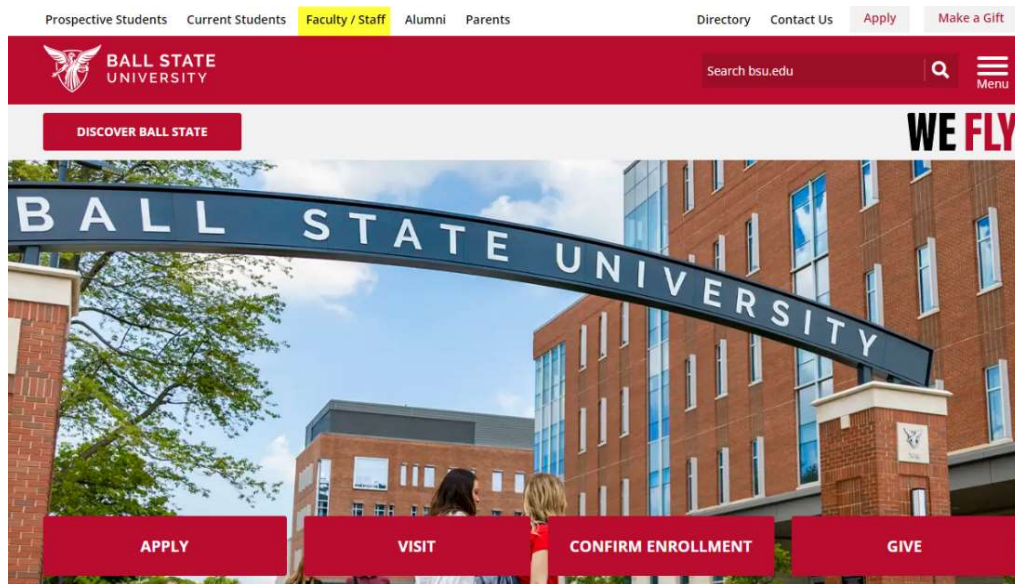
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Graduate Assistants Instructions

Primary Position (Assistantship/Stipend) – Logging Hours Instructions:

1. From the BSU Main home page, (www.bsu.edu), click on “Faculty and Staff” located at the top of the screen.



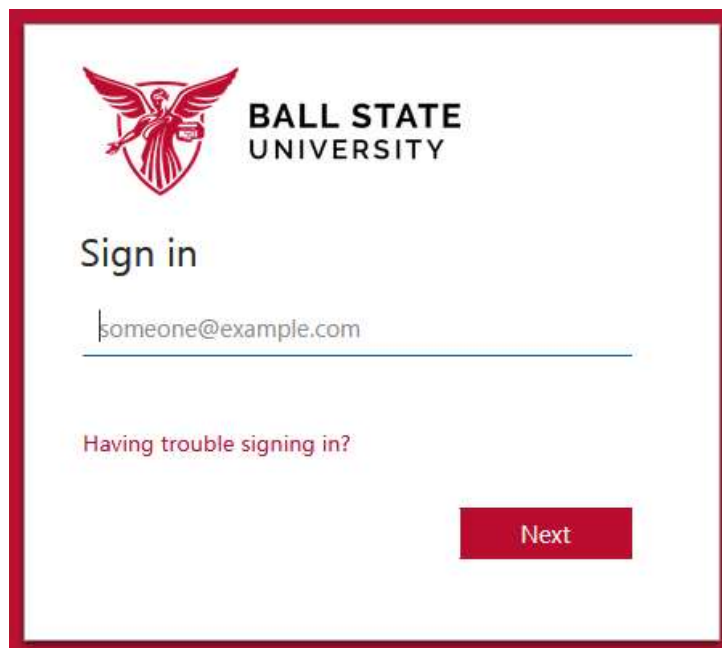
2. Scroll down to “Jobs and Careers” and click “Report your work hours (Kronos)” to get to the Kronos website.



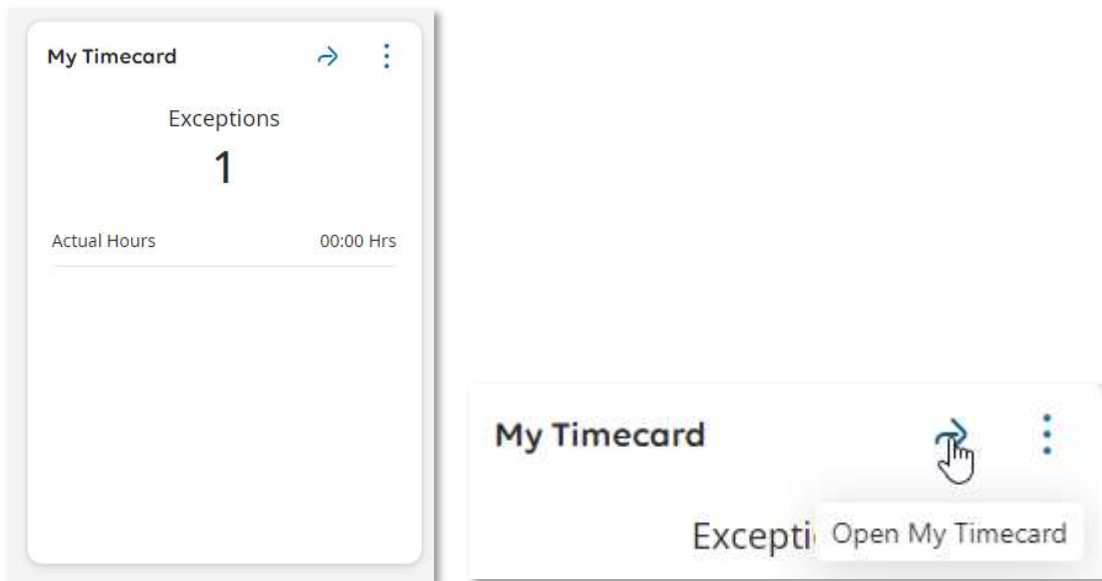
3. From the right hand side of the screen, click “Payroll.”



4. If you are already logged into a Ball State program (such as Canvas or your email), the system will recognize your Ball State log in and take you directly into UKG. If you are not already logged in, you will need to enter your Ball State username and password.



- Find the “My Timecard” tile. You will click the arrow to go to your timecard.



- Once in your timecard, you will select the drop-down menu from the Pay Code column and select “PPACA Hours Tracking”. In the Amount column, you will enter the number of hours worked for the relevant date. This should be actual hours and has no bearing on the stipend dollar amount you are paid. Do not forget to save your timesheet once it is completed. This can be done daily and must be completed by your department’s deadline for each pay period. Make sure the amount of hours are rounded to the nearest quarter. (I.E, 5 hrs. and 16min. would be 5.25 Hours, etc.)

Employee Timecards

1 of 1

7. Once all PPACA hours have been entered and you have reviewed your timecard for accuracy, click the “Approve Timecard” icon at the top left side of the screen. This will indicate to your supervisor you have completed your time entry for the pay period.

List View		Approve		Remove Approval		Analyze				
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
+	⊖	Sun 5/28								
+	⊖	Mon 5/29								
+	⊖	Tue 5/30								

8. Another way you can log PPACA hours;
 - Find the “My Time Off” tile and go to “Advanced Options”.

My Time Off

* Reason

PPACA Hours Tracking

* Dates

8/17/2023

* Hours per Day

Hours

* Start Time

* End Time

Advanced Options

Submit

- You can then select every day that you need to add time to, or one day at a time. You would only select multiple days if every day is the same amount of hours. Click apply once the appropriate day(s) are selected.

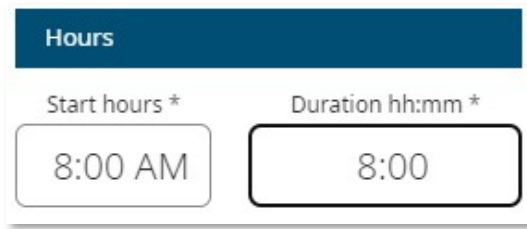
A screenshot of a calendar interface for August 2023. The calendar grid shows days from 30th of the previous month to 2nd of the next month. Days 14, 15, 16, 17, and 18 are highlighted in yellow, indicating they are selected. Below the calendar grid, there are two buttons: 'Cancel' and 'Apply'. The 'Apply' button is highlighted in yellow.

- It will then break it down for you. This is where you should confirm how many days are selected and the Pay Code should read "PPACA Hours Tracking".

A screenshot of a summary form. It contains the following sections:

- Dates**: A dark blue bar with a calendar icon and the text "5 Days Selected".
- Pay Code**: A dark blue bar with the text "PPACA Hours Tracking".
- Hours per Day**: A dark blue bar with the text "Hours".
- Start hours ***: An empty input field.
- Duration hh:mm ***: An empty input field.

- You should then indicate what time you came in under *Start Hours* and then the duration, which is how long you worked from that initial time in. For Example: You're in at 8AM and worked a total of 8 hours.

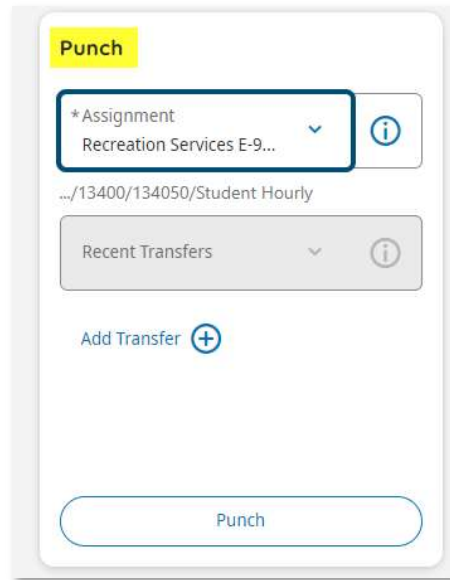


The screenshot shows a form titled "Hours" with a dark blue header. Below the header, there are two input fields. The first field is labeled "Start hours *" and contains the text "8:00 AM". The second field is labeled "Duration hh:mm *" and contains the text "8:00". Both fields have a light gray border and a subtle shadow.

- You can then Submit your request. It will go to your supervisor for approval.
- Repeat these steps if you have multiple days with different hours, etc.

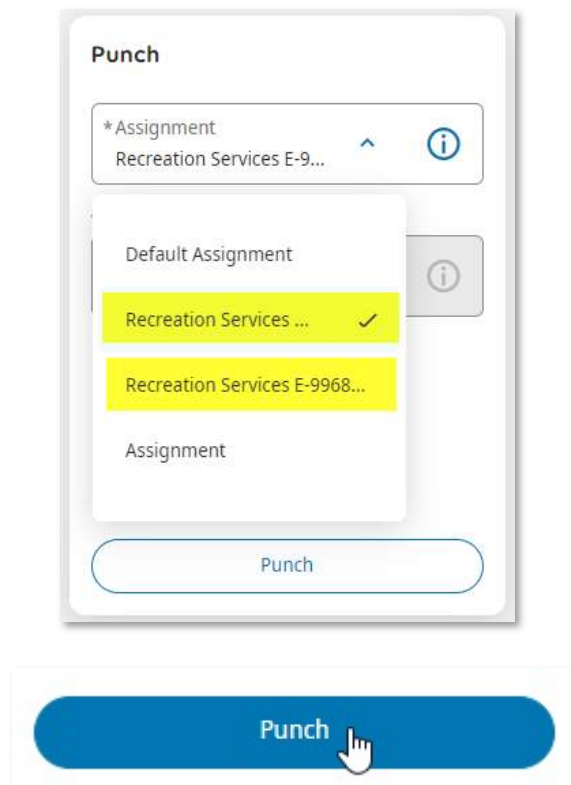
Secondary Position – Punch Instructions:

1. Following the above steps, 1-4, you will then find the tile labeled “Punch”.



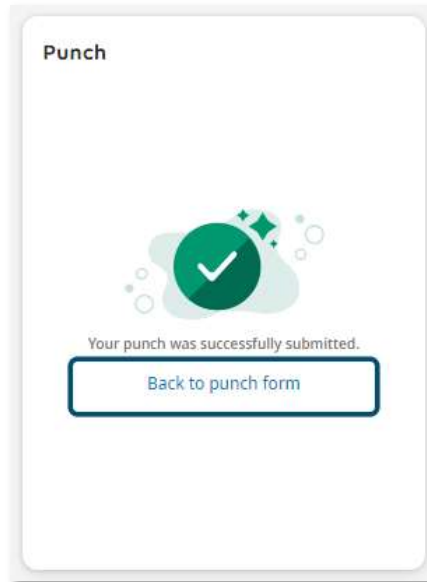
The screenshot shows a mobile application interface for a 'Punch' tile. At the top, there is a yellow header with the word 'Punch'. Below this, there is a dropdown menu labeled '* Assignment' with the selected option 'Recreation Services E-9...'. To the right of the dropdown is an information icon (i). Below the dropdown, the text '.../13400/134050/Student Hourly' is visible. Underneath, there is a grey button labeled 'Recent Transfers' with a dropdown arrow and an information icon. Below that is a blue link 'Add Transfer' with a plus icon. At the bottom of the tile is a large, rounded blue button labeled 'Punch'.

2. From the “Punch” tile, you should see a list of your active jobs in the drop down list. Once you select the position you are punching in to, click “Punch”.



This block contains two screenshots. The top screenshot shows the 'Punch' tile with the '* Assignment' dropdown menu open. The dropdown list contains four options: 'Default Assignment', 'Recreation Services ...' (highlighted in yellow with a checkmark), 'Recreation Services E-9968...', and 'Assignment'. The 'Punch' button is visible at the bottom of the tile. The bottom screenshot is a close-up of the 'Punch' button, which is a large, rounded blue button with the word 'Punch' in white text. A hand cursor icon is pointing at the button.

3. After clicking “Punch”, you will immediately see a confirmation.

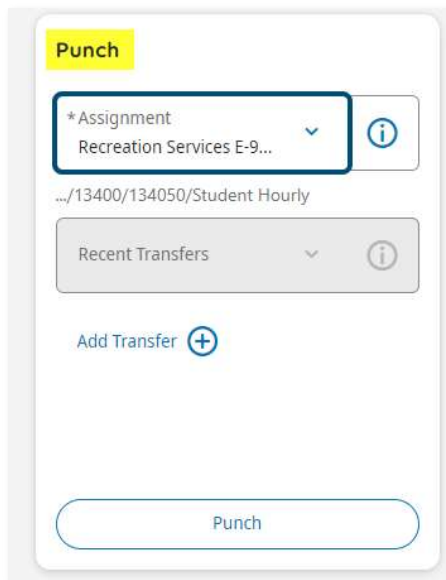


4. Please note, if you are punching out of one job to go to another, you will again have to select the appropriate assignment from the “Punch” tile.

Students Instructions

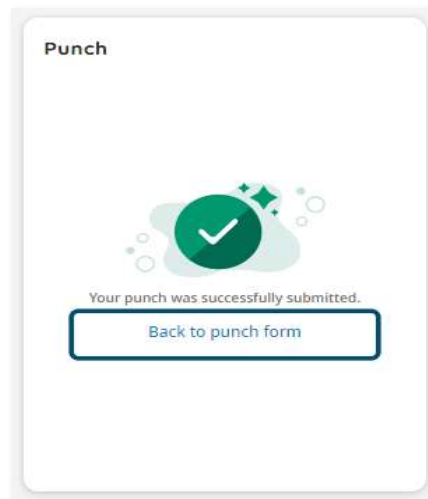
Primary Position - Punch Instructions:

1. Following steps 1-4 on pages 3 and 4 above, you will then find the “Punch” tile. Your Primary position will default in the “Assignment” field. (If you only have one position, this will be the only assignment you see.)



The screenshot shows a 'Punch' form with a yellow header. Below the header is a dropdown menu labeled '*Assignment' with the selected value 'Recreation Services E-9...'. To the right of the dropdown is an information icon. Below the dropdown is the text '.../13400/134050/Student Hourly'. Below this is another dropdown menu labeled 'Recent Transfers' with an information icon to its right. Below the 'Recent Transfers' dropdown is a button labeled 'Add Transfer' with a plus icon. At the bottom of the form is a large blue button labeled 'Punch'.

2. Click the “punch” button punch in. You will immediately get a confirmation.



3. When you are ready to punch out of your shift, find the “Punch” tile and click punch. You can always view your timecard to ensure your punches recorded and are accurate.

Primary Position - Time Clock Instructions:

*Please follow the instructions provided at the time clock for students.



○ Student employees:

- Press the “Student In-Punch” option on the clock 2 .
- Swipe your Cardinal Card (BSU ID) through the card reader slot 1 .
 - The time clocks use the **magnetic stripe** of your Cardinal Card, not a barcode.
 - Before swiping, the magnetic stripe should **face the wall**, and fit into the card reader slot.
- A list of active jobs will be displayed.
 - Select the job you are clocking into from the list presented.
 - Verify the job is correct then press on **submit** to complete the clock-in process.
 - Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).
 - If the indicator light blinks **RED** (or you will hear a failed chime), the swipe was unsuccessful.
 - Read the error message that is displayed. (Most cases, re-swiping will correct the issue.)
 - You are not allowed to swipe more than once within a two minute period. If you accidentally swipe a second time within the two minute period, you will receive the error “**Punch rejected...You are attempting to punch too soon after your previous punch...**”. This error can be ignored, since your first punch was already accepted.
 - Please check your Cardinal Card, and verify that the magnetic stripe on your card is not damaged. If there is a scratch through the magnetic stripe (or other damage), you will have to get a new ID.

Time Clock Instructions Cont.:

How to Clock-Out (Out-Punch)

- **ALL EMPLOYEES:**
 - Do not select any options from the clock.
 - Swipe your Cardinal Card (BSU ID) through the card reader slot ¹.
 - Confirm the indicator light blinked **GREEN** (or that you heard the successful chime).