SEWS
Student Employment Web Guide
The Posting of Jobs

Background

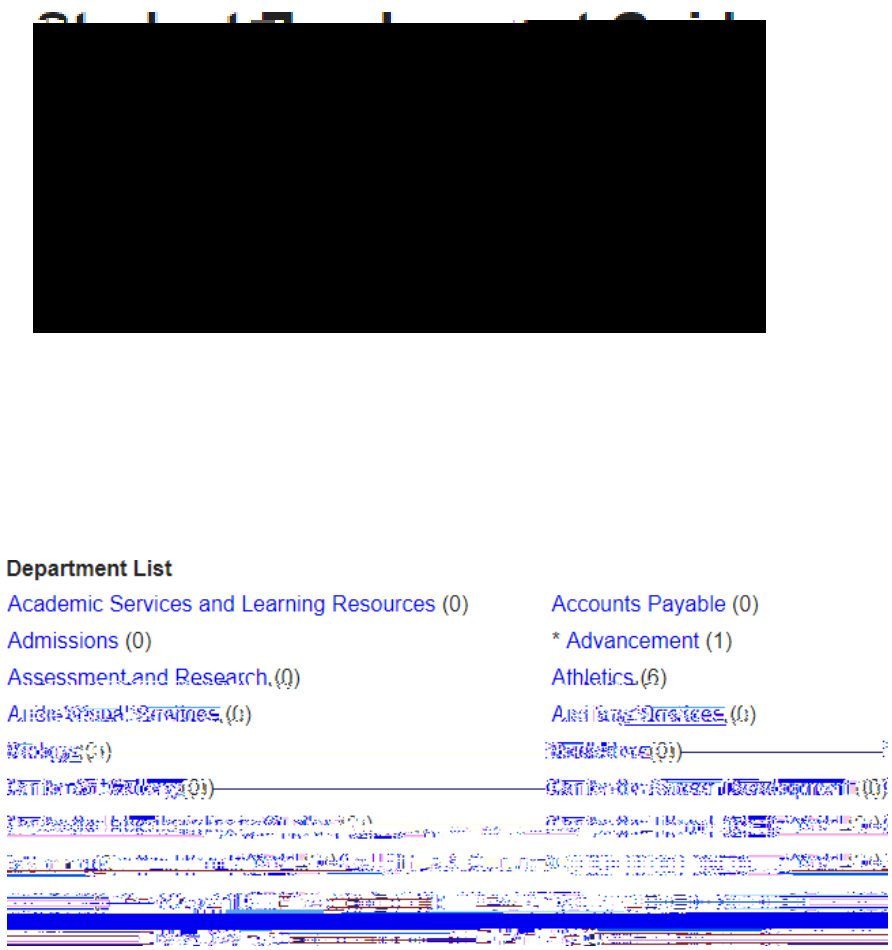
The following portion of this guide outlines the steps to view, modify and post a job for Students to view and apply for on Holycross.edu using the SEWS – Student Employment Web tool.

Getting Started

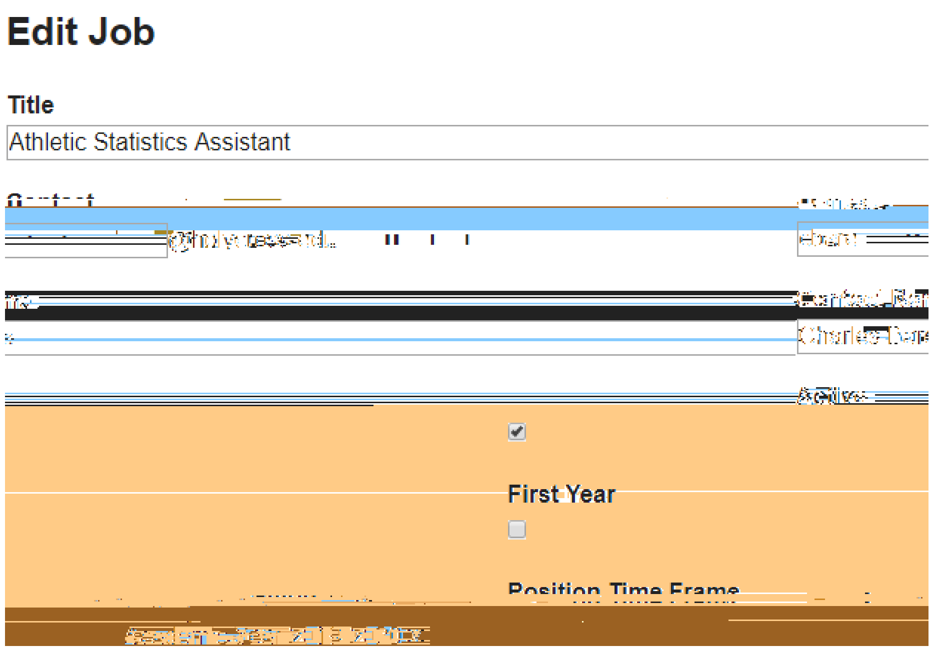
The SEWS module is located on the Holycross.edu site and can be find here https://apps.holycross.edu/sews/.

Viewing Jobs

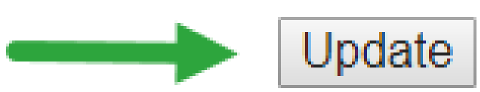
1. From the SEWS - *Student Employment Guide* home page,



4. Make any necessary revisions to the job posting at this time.



5. Once all revisions have been made, click *Update* to save your changes.



Notes:

If the *Active* checkbox is checked, this means the posting is open. If it is unchecked, the posting is closed.

If the *First Year* checkbox is checked, this means the job is available to first year students.

Hiring Students
PeopleSoft Hire Module Guide

Background

Student Hires is a PeopleSoft Human Resources application that is used to hire students into work study and campus employment jobs on campus. This application allows for a more streamlined hiring process for both hiring managers and student workers. This online application alerts the hiring manager if the student they are hiring does not have an I-9 on file, and if the student is eligible for work study positions. The **US Department of Citizenship and Immigration Services I9 form** is **REQUIRED** for employment in the United States and **MUST** be completed prior to any employee who begins to work.

You are required t

To enter a student for hiring, click the **Add New Student** hyperlink.

Previously Entered Students not yet submitted

This grid shows you any students that you had entered in previous sessions that haven't been submitted for review and hiring by the Office of Human Resources. If you find that you entered a student in error or they are not going to work for you, then you can delete them by clicking the check box in the left column and clicking the **Delete Selected** hyperlink below the grid.

Hiring managers will see an additional hyperlink to the left of the **Delete Selected** hyperlink labeled **Submit**. You would click this hyperlink to send these students to Human Resources for review and hire. They will then be moved to the bottom grid.

Anyone who has been authorized to hire students for your area who is not also a manager will not see this link. But, you as the hiring manager for your area will see not only the students you enter in this grid, but any students entered by those you have authorized to hire students.

If you wish to have others be able to hire students in your area, contact Human Resources at hrstudentemployment@holycross.edu to get their access set up.

Previously submitted students

This grid shows you any students that you had previously entered into the application and that have been submitted to Human Resources for review and hiring. The first column labeled **Hired?** shows you the status of the process. Once the Office of Human Resources has completed the final step in the student hiring process, your student worker will show as Complete.

Form I9

employee starting to work,

LISTS OF ACCEPTABLE DOCUMENTS
All documents must be UNEXPIRED

Errc,byees

For further information on the I9,

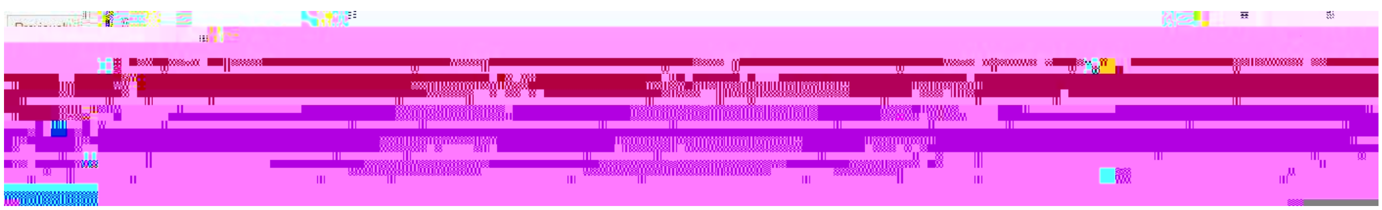
change and enter in the new date or rate of pay. For example, a Resident Assistant would be starting prior to the move-in date for students, so they would need their start date changed.

Students who return to the dining positions, for example, get a raise upon their second, third and fourth years working for Dining Services. In a situation like this, you would enter in the new rate of pay there.

Saving or Canceling your work

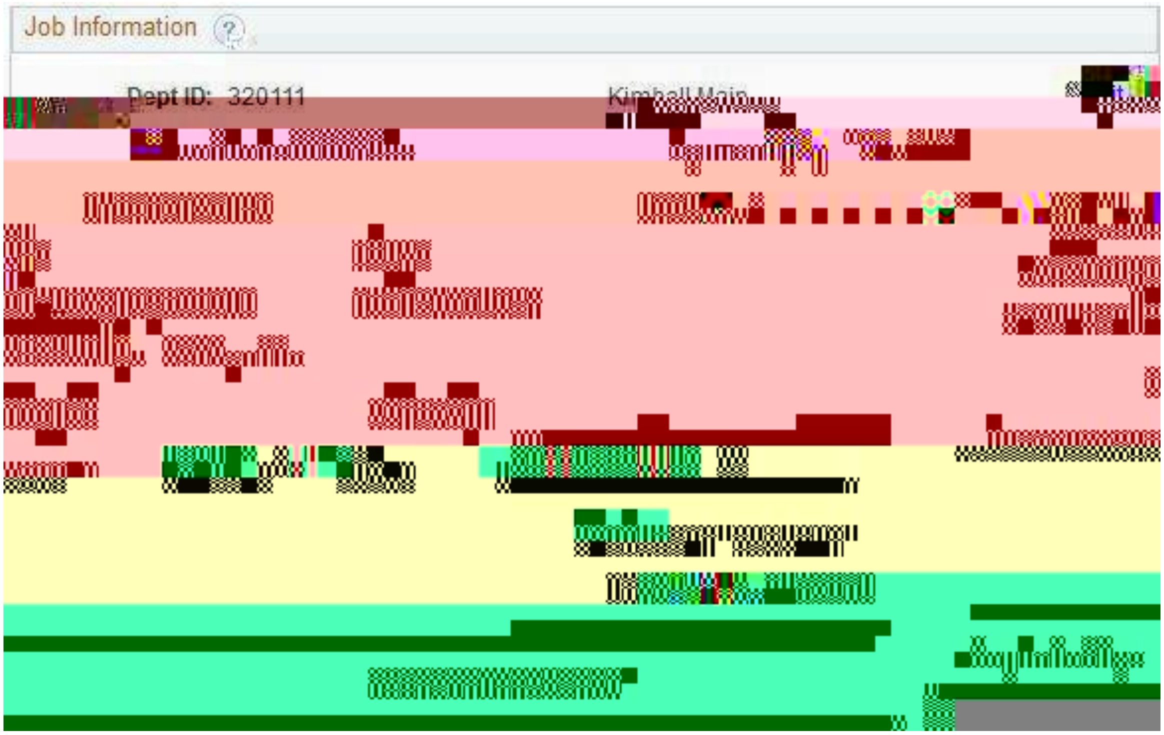
Once you have entered in this information, you would then click the hyperlink labeled **Save & Return** at the bottom of the page. If you want to quit entering this student without saving, click **Cancel & Return** to leave the page without saving.

If you elected to **Save & Return** you would then see the student in the Previously Entered Students not yet submitted grid. If the position you hired them into has secondary positions, then those would be listed as well.



Editing Student Hire Information

In the event that a student's information was entered wrong, you can click the student's name to bring up the job information and make edits.



You click the hyperlink labeled **Edit Off** to turn on the ability to edit.

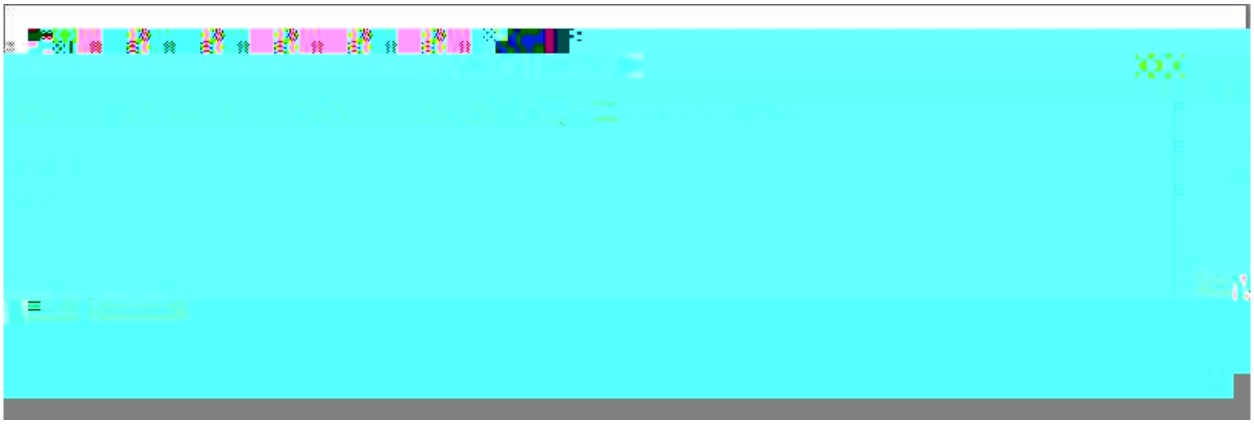
You can edit the position number, the account number, the start date, and the rate of pay. *If you want to edit the department number, then you will need to delete this record from the previous page and enter the student again under the correct department.*

When you are done, click **Edit On** to turn off the editing and then click Save & Return at the bottom of the page to save your edits.

Submitting Students

If you are the hiring manager, you will see an additional hyperlink below the Previously Entered Students not yet submitted grid labeled **Submit** and an additional column between **Delete?** and **I9** labeled **Submit?**

For each student that you wish to submit for hire, the checkbox in the **Submit?** column



Click the [Continue] button or hit enter to submit your password. Any questions should be sent to Human Resources at Kronos@holycross.edu.

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MANAGING TIME: A GUIDE FOR MANAGERS, SUPERVISORS, TIME MANAGEMENT PERSONNEL

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Managing Time: Managers, Supervisors, Time Management Personnel

Managing time is critical in ensuring employees are:

- Paid Correctly
- Paid On Time
- Hours are Correctly Allocated/Charged to the Appropriate Department/Cost Center

All employees who supervise employees or those that have been designated as **Time Management Personnel** are responsible for the accurate and timely management of:

- Employee Time/Hours
- Time Off Requests
- Employee Schedules

It is best practice and the policy at Holy Cross that employees record their time daily. ***All timecards for the previous week need to be addressed and approved every Monday by 12pm EST for correct payroll processing.***

All managers/supervisors and time keeping personnel should ensure time is being recorded according to the policies at Holy Cross. These policies are located in the employee handbook which can be found at holycross.edu.

Navigating UKG/Kronos for Employee Information

Navigation in Kronos is designed by topic. You have the option to choose menu options from the main menu on the first landing page when accessing UKG/Kronos that focus on the specific topic or area you are working on, or you have the ability to navigate and work on any aspect at an employee level.

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Click the main menu

Navigating by Employee

The Employee Search is a global search feature that lets a manager quickly find individual employee records by entering their name or ID. This provides the ability to find the specific employee and then navigate to their timecard or schedule to review or edit information.

To use Employee Search:

1. In the toolbar in the top right of any page, click **Employee Search**

   to open the

Note: The Go To navigation option is available throughout the entire application.

Hyperfinds and Date Ranges – Viewing Timecards

Often, a user has the need to look up data for specific employees on specific dates or within certain timeframes. The Hyperfind and Date Range options when viewing timecards allows the user the ability to filter the data they see. For example, many users can see or have time management responsibilities for more than one **group** of employees beside their direct reports, for example Students. On your profile sits a field called **Employee Group** which identifies which departments you have access to employees in. These two features provide the additional filtering capabilities to select what you need to look at and when.

Hyperfinds

The hyperfind feature located at the top right-hand corner of the Timecard view has several options for you to filter the employees you see. A portion of the hyperfinds you may have access to for filtering the employees you are allowed to access are:

HC Home Admin – Salaried Exempt Employees
HC Home Hourly – Hourly Non Exempt Employees
HC Home Student – Students Whose Primary/Home Job is Equal to Your Employee Group
HC Student Home and Transfer – All Students Whose Primary/Home Job is Equal to Your Employee Group and Those Who Have Transferred/Charged Hours to Your Employee Group

To access the list of hyperfinds, click the Hyperfind icon.

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Date Feature

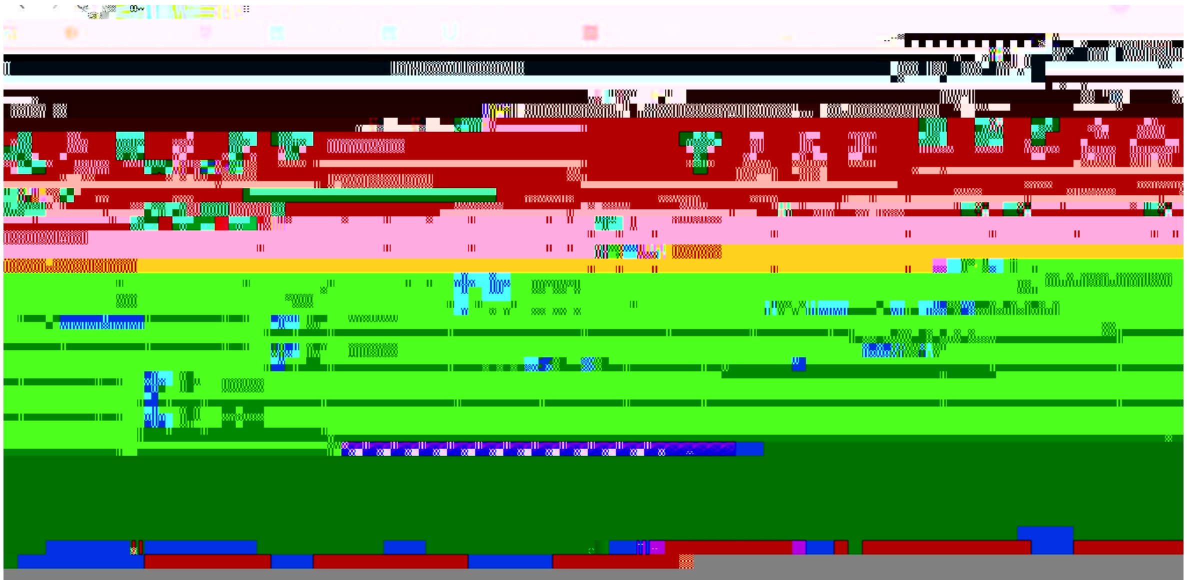
The date feature in the Timecard view allows an additional option to filter what you are looking at or need to find.

To change the date or timeframe you are looking at:

Select the Calendar icon

Choose a pre-defined timeframe

Or Select range for a range of dates



Unable to See A Student in UKG/Kronos

Our Student employees have the ability to work and be hired across many of the departments at the College. As a result, our systems are set up to support this business requirement. Often when a Student is new to a job/department, an administrator and/or supervisor/manager is not able to see that Student's timecard and manage their time. If this occurs, we ask that you follow the steps below to determine if you are able to access the Student's timecard. If not, please do not hesitate to send an email to kronos@holycross.edu for immediate assistance.

From the main Kronos page, click the 3 ellipse menu icon in the upper right hand corner

Time

Employee summary.

This will bring up the timecard view

From there, select the hyperfind - **All Students & Transferred In**

Click the calendar icon

Then click on range

Choose a range of dates close to a semester the Student worked in your department, i.e. 9/1/2021 to the current date

Scroll down to the current timeframe or date that you need to log time for or see the employee

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Managing Timecards

The Kronos/UKG system is designed to provide managers, supervisors, and personnel who manage employee hours the information they need in the most efficient manner possible. That design is based on exceptions, which are issues with an employee's timecard that need to be reviewed and addressed.

Prior to approving timecards, you must confirm that:

All Hours Have Been Recorded
There Are No Missing Punches
Hours Are Being Correctly Charged/Transferred to Your Department

Manage Timecards Tile

This tile is designed to present you with a summary of the following categories for all of the timecards you manage:

- Must Fix
- Needs Review
- Clean Timecards

Must Fix

These timecards require your review and must be corrected. These will impact an employees pay if not addressed in a timely manner. They contain timecards that:

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the employee being paid incorrectly. This is corrected by adding the appropriate in and out punches or entering an amount of hours.

Needs Review

These timecards require your attention to validate the exception encountered. These include early in or late out time entries based on the employee's schedule. *For more information on Schedules, please see the section titled Schedules.* Once you have determined if the timecard requires a correction and it is made or no action is needed, you can mark the notification as reviewed so it no longer appears in your Needs Review list.

Clean Timecards

These are the timecards with no exceptions. However, you must confirm prior to approving timecards that all employees you are approving have worked in your department. If you oversee Students or manage hourly employees who work in more than just your department, you must confirm the employee worked the hours recorded and are being charged to/transferred to your department correctly. Keep in mind that this data is also used for financial/budgeting reporting.

Transferred/Charged Time–For *Students and Hourly Employees Who Work in More than One Department*

If you manage time for Students or Hourly employees who can be hired and work in multiple departments, the hours must be charged/transferred correctly. This only applies to work **outside** of their primary job/department, and adhering to these guidelines ensures proper budget allocation when the data is processed in payroll and finance.

Where To Find The Primary Job and Department

The primary job of an employee can be located by clicking the transfer option on a row in the timecard that has a time entry. *Please see Transferring Time in the Employee Recording and Management of Time or Student Recording Time sections in this document for more information.*

Seeing Students Who Charged/Transferred Time To Your Department That Should Not Have? – Identifying Who Approved That Time

If you do see time being charged/transferred to your department in error, you can run a dataview, which is an online report to view who approved the time. See Dataviews in the Report and Dataview section below.

Time Entry Methods

There are several ways an employee can enter time, perform transfers, review accruals, and submit time off requests. Depending on the access granted to the employee, time can be recorded by using:

- A Device/Clock
- Mobile Application
- Desktop Application: Computer, Laptop, Tablet

For more information on time entry methods, please see the Employee Recording Time section in this document.

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Editing Time – Timecard Management

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Reviewing Timecards

It is critical that you review timecards for accuracy and correct time management. You can manage this process by using the previously mentioned steps in Managing Timecards as well as reviewing Totals.

To view all timecards

Either Select All Timecards from the Manage Timecards tile, or

Go to upper left corner of screen and select the

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menu, and clicking Reports, or by accessing the Reports and Dataviews menu from the main menu located on the first landing page of UKG/Kronos.

Dataviews
Dataviews are online reports that can be run for a variety of reasons. They can be run for any timeframe and for different groups of employees via selecting hyperfinds, as well as for a specific employee by filtering the view. There are several actions you can perform on the data in the dataview. You can also download the data to a file or print it.

In order to use the Approve Time Dataview (which allows you to see who approved time charged to your department as mentioned in the previous section regarding ***Seeing Students Who Charged/Transferred Time To Your Department That Should Not Have? – Identifying Who Approved That Time)*** here are the navigation steps:

Running a Dataview

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The dataview will open and you can select any timeframe or hyperfind you want in order to filter the data given by the dataview.

You can also filter the data you are looking at even further by selecting the Refine icon located in the upper right hand corner of the page. For example, if you want to see a specific employee in the list you are looking at, you can click Refine.

Click Refine
Expand Employee Full Name
Key in the entire name or partial last name
Click

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Select the Timeframe by clicking the calendar icon
Select the Hyperfind for the group of employees you want to run the report for
Select the desired Output Format
Click Run Report

Accruals

Employee accruals can be viewed by following the previously described steps in the Employee Managing Time section. In addition, as a manager/supervisor or personnel who manages time for employees, you have the option of running the **Accrual Detail Report with Running Balance**. This report is an all-encompassing source of accrual data providing:

Accrual Code – Vacation, Personal Time, Floating Holiday, etc.
Amount - Hours
Action – Taken, Granted, etc.
Running Balance – Accumulating Balances Over the Date Range Selected
Credit Amount – Amount of Time Taken
Debit Amount – Amount of Time Granted/Added To Accrual
Pay Code – Type of Accrual Pay Code

This report can be run from the Go To menu when you are on an employee Timecard or by accessing the Report Library as noted above, and expanding the All option and the **Accrual Detail with Running Balance Report.**

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YOU ARE NOT PERMITTED TO WORK UNLESS YOU HAVE COMPLETED

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STUDENTS: RECORDING TIME

As a student employee, you are required to record your hours each time you start and finish working here at Holy Cross. You are also required to perform a Transfer at the start of any work that is outside of your primary/home department.

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If you have forgotten to perform a Transfer at the start of working for a department outside of your primary/home department, please contact that job's hiring supervisor/manager. You can also view your Timecard and the Transfer column for that day. Instructions on how to do so are described later in this document.

Recording Time – Using the Desktop Application

When accessing the UKG/Kronos system using the desktop version of the application, the first page you will see is as follows:

Use the Punch Tile

The Punch tile can be used to:

- Record In and Out Punches
- Transfer –

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Type the department number you are working for
Select the 0 record that appears
Click OK

View Timecard
To make sure you have all of your time recorded and have transferred your time correctly, you should review your Timecard for the days you want to validate.

Click My Timecard. It will default to the Current Pay Period.

To view a different time frame, click the down arrow at top right where it says Current Pay Period and select a different time frame.

USING THE MOBILE APP

You are able to complete the following transactions when using the mobile app. Please follow the same steps as outlined above for the corresponding features:

Punch Feature - Record In and Out Punches and To Complete a

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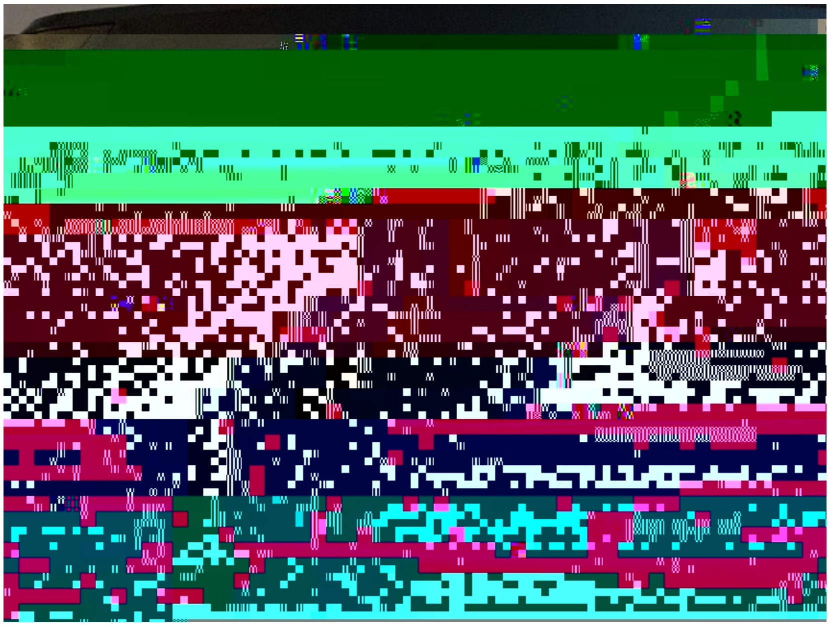

To View Your Timecard

If you want to see the time recorded on your timecard including the departments you transfer to, use the touchscreen’s right arrow to find and select the **My Timecard** option.