myTime

Cleveland State University

Multiple Job Employee Frequently Asked Questions

1. What is Multiple Job / Multiple Approver?

   Multiple Job / Multiple Approver is the myTime (Kronos) management of employees with more than one job at Cleveland State University who track time using the myTime system.

2. How do Multiple Job employees enter time?

   Multiple Job employees enter time in Kronos one of two ways.
   - Using a **Computer** to Record Time Stamp
   - Using a **Time Clock** to Swipe with ID badge.

3. How do Multiple Job employees select the job they want to log into?

   - Log into myTime from a **Compute**r and select the drop down box labeled transfer above the record time stamp option. Your available jobs will show, starting with your CSU ID and Job Title. Select the Job you want to log into. It will appear in the transfer field, then select time stamp to log in.

   - Using the **Time Clock** select the soft key next to Multiple Job Punch In and swipe your ID badge. Your available jobs will show, starting with your CSU ID and Job Title. Use the up down key to highlight the job you want to log into and select enter, then enter again.

4. How do I log out if I am a Multiple Job employee?

   Multiple Job employees only need to select a job when punching in. They do not select a job when punching out.

   - Log into myTime from a **Computer** and select the **Record Time Stamp** to log out. The transfer field should be **blank** when logging out.

   - Using the **Time Clock** select the soft key next to **Multiple Job Punch Out** and swipe your ID badge.

myTime

Multiple Job Employee Frequently Asked Questions (continued)

5. What if I missed a punch?

    Employees should notify their managers immediately if they missed a punch.

6. Can I punch into another job if I forgot to punch out of my last job?

    Yes. The system will log you out of your last job where the missed punch was, using the same time as you logged into the second job. Notify your manager immediately about the missed punch.

myTime

Cleveland State University

Multiple Approver Manager Frequently Asked Questions

1. How do Multiple Job employees appear to the manager in myTime (Kronos)?

   - A Multiple Job employee will **always** be displayed in the primary manager's Pay Period Close list of employees. This is true even if no hours for the pay period were worked at the primary job.

   - Multiple Job employees will **only** be displayed in the secondary manager's Pay Period Close list if they entered time worked for the secondary job. Multiple Job employees will be displayed with a check mark in the transferred-in Employee field.

2. How do I know if I am the primary manager or the secondary manager?

   - Primary manager: employees are always displayed in your Pay Period Close list. There is no check mark in the transferred-in Employee field.

   - Secondary manager: employees are displayed in your Pay Period Close list only if they have time worked in the pay period in the job where you are the manager. They are displayed with a check mark in the transferred-in Employee field.

3. Why do Multiple Job Employees appear with only one record in myTime (Kronos)?

   - Multiple Job employees no longer have a separate Kronos record for each job assigned to them. Multiple Job employees are now assigned to one Kronos record, with primary and secondary jobs associated via the Transfer field.

   - Multiple Job employees working at their secondary job show as transfers in Kronos. The Transfer field shows the job that the hours worked are assigned to.

4. If I am the primary job manager, how do I know what time the employee worked in the primary job?

   Managers can view the Totals for both primary and secondary jobs in the bottom left section of the time card. Time worked for the manager viewing the timecard will be bolded.

5. What if the transfer field is blank and there are in and out punches recorded for the employee?

myTime

If time has been recorded for the employee and the transfer field is blank, the time worked will be charged to the primary job.

6. How do managers approve time for Multiple Job employees?

   • Managers approve time for Multiple Job employees in the same way that they approve the other employees who worked in their department.

   • Both the Primary and Secondary manager will be able to view the employees time card. However, each manager's approval will only apply to the time worked in the job they manage.

7. Why do I see the time my Multiple Job employee worked outside of my department?

   This is the way the myTime (Kronos) system is designed. Multiple Job employees show as transfers between the primary and secondary jobs in one time card.

8. What if my Multiple Job employee missed a punch?

❖ Multiple Approvers must verify the accuracy of the time worked in the job they are approving. Missed punches can cause your Multiple Job employee to appear as though they worked more hours than they actually did.

   If the missed punch is in the **primary job** the primary job's manager can enter the punch for the employee as normal.

   If the missed punch is in the **secondary job**:

   • Missed punches with other hours worked in the pay period: the manager should enter the missed punch for the employee. If the missed punch is a log in, the manager should also copy and paste the transfer information into the transfer field for the missed punch.

   • Missed punch with no other hours worked in the pay period: the manager should contact payroll at extension 3611 to have the missed punch added for them.