How to Complete a Manual Timecard

The Kronos application should be used for bi-weekly, non-exempt (hourly) and exempt (salary), employee timekeeping. However, when needed, a manual timecard can be submitted if an employee does not yet have access to Kronos for the current pay period, or to submit missing or corrected information from a prior pay period.

Provide the information requested on the top half of the form, as shown below.

Employee Full/Legal Name: _____   Employee #: _____

Department Name: _____   Department #: _____

Position # (if known): _____   UVID: _____

Employee Type: _____ ▾   Accounting Unit: _____

If you do not know all the information please contact your manager or your departments administrative professional and/or business manager for assistance.

Entering hours

- Select the 'Pay Period Ending' date from the drop down box. Once selected the dates will auto-populate for week 1 and week 2.

Pay Period Ending	
	04/10/21
Date	04/24/21
	05/08/21
	05/22/21
	06/05/21
	06/19/21
	07/03/21

- Use the drop down box to select the appropriate 'Pay Codes' for each day worked or leave taken. (Note: the floating holiday must be used in full day increment.)

Pay Code
Regular
Vacation
Personal
Sick
Holiday
Floating Holiday

- Enter the 'Start' and 'End' times for each day and lunchtime (if applicable). Time must be recorded in 15 minute increments (e.g., .25 = 15 mins; .50 = 30 mins; .75 = 45 mins; 1.0 = 1 hr, etc.).

  - Note: Kronos makes an auto deduction for lunch time (1 hour or 30 minutes deduction depending on annual hours) for employees that work more than 6 hours in one day.

    When completing the manual timecard, please consider this as the form will not make such a deduction. Managers please confirm if the employee took any lunch time and record the actual hours worked and lunch accordingly.

- Indicate the total # of hours worked or leave taken (e.g., vacation, sick, personal, etc.) for each day. The grand total will increase as you enter the total hours worked for each day.

Signatures

Please print your name, sign and date (select drop down box to bring up calendar) the form. Signatures from the employee and the manager are **required** to certify the information is accurate and complete. The manager's signature should be from the person with access to approve the timecard in Kronos.

Once completed, email the manual timecard to Payroll@luc.edu. Completed and signed timecard not received by the deadline or incomplete timecards will be processed during the next biweekly payroll.

Loyola University Chicago
Payroll Manual Time Card

Preparing people to lead extraordinary lives

**This time card is to be used only if the employee is not active in Kronos for the Pay Period specified.
Use ONE Payroll Manual Time Card for each pay period.
E-mail the signed, completed form to payroll@luc.edu**

Employee Full/Legal Name: Jane Doe

Employee #: 999999

Department Name: Payroll Services

Department #: 4400

Position # (if known): 8100001

UVID: jdoe1

Employee Type: Non-exempt

Accounting Unit: 100000

Pay Period Ending ___06/05/21___

Click here to view the University Pay and Holiday Calendars

	Date	Pay Code	Start Time	End Time	Lunch	Total Hours
Week 1	Sunday, 5/23/21					
	Monday, 5/24/21	Sick				7.5
	Tuesday, 5/25/21	Regular	8:30 AM	5:00 PM	1 Hour	7.5
	Wednesday, 5/26/21	Regular	8:30 AM	5:00 PM	1 Hour	7.5
	Thursday, 5/27/21	Regular	8:30 AM	5:00 PM	1 Hour	7.5
	Friday, 5/28/21	Personal				7.5
	Saturday, 5/29/21					
Week 2	Sunday, 5/30/21					
	Monday, 5/31/21	Vacation				7.5
	Tuesday, 6/1/21	Floating Holiday				7.5
	Wednesday, 6/2/21	Regular	8:30 AM	5:00 PM	1 Hour	7.5
	Thursday, 6/3/21	Regular	8:30 AM	5:00 PM	1 Hour	7.5
	Friday, 6/4/21	Regular	8:30 PM	5:00 PM	1 Hour	7.5
	Saturday, 6/5/21					
					Grand Total	75

I hereby certify that the time and hours recorded on this time card accurately and fully identify all time that I have worked during the designated pay period. Overtime calculations may apply for hours worked in excess of 40 each week.

Employee Name (print): Jane Doe

Date: 06/07/2021

Employee Name (sign): *Jane Doe*

Date: 06/07/2021

Supervisor Name (print): Emma Boss

Date: 06/07/2021

Supervisor Name (sign): *Emma Boss*

Date: 06/07/2021