Mini Tune-Up: Access Control Numbers

Electronic Timekeeping
Mini Tune-Up Session Info

Objective

• To provide campus Payroll Managers and Timekeepers additional training, resources, and assistance for various Timekeeping topics.

Format

• 45 min sessions via Zoom Webinar
• Questions can be submitted throughout presentation
• Recording, Presentation, and Q&A posted on website
Agenda

• Training Objectives (Britt Foley)

• Access Control Numbers (Britt Foley)
  • Definitions
  • UCPath, Kronos, and TMAA’s roles
  • Four “real life” cases
  • Summary
  • Resources

• Prepared Q&A

• Live Q&A
Training Objectives

By the end of this session, Timekeepers and Payroll Managers should understand:

• What is an ACN, an Employee Group, and TMAA
• The role Kronos, UCPath, and TMAA play
• How ACNs and Employee Groups work together
• How to check (in Kronos) what ACN an employee is assigned to
• How to check a manager’s Employee Group
• How Employee Groups and ACNs are organized
Poll #1
I feel comfortable explaining how managerial visibility works using ACNs and Employee Groups. I also understand how to find/assign ACNs and Employee Groups.
Definitions

What is an Access Control Number (ACN)?

- A number that allows employees to be seen by supervisors
- Assigned in TMAA
- Uses a combination of Employee ID + Position Number
- Departmental ACN aka Staff ACN
- Universal ACN aka Academic ACN

DEPTxxxxx

UCSBxxxxx
Definitions

What is an employee group?

- The set of Labor Level Entries assigned to a manager
- Allows a manager to see employees in Kronos
- Based on employee’s ACN/Department Code
- Email Notifications
- Departmental Employee Group aka Staff Employee Group

“DEPT Job Title”
Definitions: Departmental Employee Group

I'm Joe Gaucho and I am the Office Manager for the Library!

LIBR Office Manager

Department: LIBR + ACN: LIBR12100
Definitions

What is an employee group?

- The set of Labor Level Entries assigned to a manager
- Allows a manager to see employees in Kronos
- Based on employee’s ACN/Department Code
- Email Notifications
- Departmental Employee Group aka Staff Employee Group
- Universal Employee Group aka Academic Employee Group

“UCSB LAST, FIRST”
Definitions: Universal Employee Group

UCSB GAUCHO, JANE

My name is Professor Jane Gaucho.

UCSB12345
Definitions

What is the Timekeeping Manager Assignment Application (TMAA)?

- External System that enables managers to see their employees
- ACNs are assigned to an employee’s active position

Sign in to the UCSB VPN to access TMAA

Be intentional when searching in TMAA: KB0010768
Kronos, UCPath, and TMAA: which system does what?

UCPath

Kronos

TMAA

Employee Group creation

Employee Group Assignment

ACN creation
Kronos, UCPath, and TMAA: which system does what?

UCPath

Kronos

TMAA

ACN
Kronos, UCPath, and TMAA: which system does what?

- Employee ID
- Position #
Kronos, UCPath, and TMAA: which system does what?

- Employee ID
- Position #
- Name
- Dept
- Record #
Kronos, UCPath, and TMAA: which system does what?

- **UCPath**
- **Kronos**
- **TMAA**

ACNs assigned to Employees

- Employee ID
- Position #
Kronos, UCPath, and TMAA: which system does what?

UCPath

Kronos

TMAA

ACN Assignment

DEPT/Empl Record/Reserved3/Reserved4/ACN/Special Function/Position #
Training Objectives

Timekeepers and Payroll Managers should understand:

✔️ What is an ACN, Employee Group, and TMAA
✔️ The role Kronos, UCPath, and TMAA play
  • How ACNs and Employee Groups work together
  • How to check (in Kronos) what ACN an employee is assigned to
  • How to check a manager’s Employee Group
  • How Employee Groups and ACNs are organized
Case #1: Ron and His Disappearing Employee

Ron Swanson - Director of the Pawnee Parks and Recreation department (PARK)

April - former Assistant to the Director and newly hired as the Deputy Director of Animal Control.
Case #1: Ron and His Disappearing Employee

Poll #2
How can Ron’s Payroll Manager help him view and approve April’s timecard? Please choose the best answer.

- Print out April’s timecard so Ron can sign his approval
- Do nothing, as timecards don’t need to be approved to upload
- Make sure April has been updated in TMAA with her new position number
- Approve April’s timecard themselves
Solution: Checking an Employee’s ACN and Updating the Position Number

- Confirm employee is in Kronos with new position #
- Check their ACN
Solution: Checking an Employee’s ACN and Updating the Position Number

![Diagram showing the steps to check an Employee's ACN and update the position number.](image-url)
**Solution:** Checking an Employee’s ACN and Updating the Position Number
**Solution:** Checking an Employee’s ACN and Updating the Position Number

Select Entries  Configure Accounts

- Select All
- Show Authorized Only

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<tr>
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</tr>
<tr>
<td>INDI /1/0/0/0/0/40070000</td>
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Solution: Checking an Employee’s ACN and Updating the Position Number

DEPT/Empl Record/Reserved3/Reserved4/ACN/Special Function/Position #
Solution: Checking an Employee’s ACN and Updating the Position Number

PARK/0/0/0/PARK11000/0/40012345
Solution: Checking an Employee’s ACN and Updating the Position Number

PARK/0/0/0/0/40045678
Step in to assist managers when ACN updates occur close to a payroll upload deadline

ACN updates are effective dated, so inform managers to pull up the current or future pay period
Training Objectives

Timekeepers and Payroll Managers should understand:

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- How ACNs and Employee Groups work together
- How to check (in Kronos) what ACN an employee is assigned to
  - How to check a manager’s Employee Group
  - How Employee Groups and ACNs are organized
Case #2: Leslie and the Blank Roster

Leslie Knope - Deputy Director of the Pawnee Parks and Recreation Department

Leslie’s employees have ACN “PARK11100”
Case #2: Leslie and the Blank Roster

Poll #3

How can Leslie’s Payroll Manager help her view her employees? Please choose the best answer.

- Add Leslie to the “Reports to” field in each employee’s Kronos configuration
- **Check and make sure Leslie has the correct Employee Group**
- Put in an Electronic Timekeeping request to add the employees to Leslie’s roster
- Update Leslie’s ACN in TMAA
**Solution:** Assign Employee Groups to Managers
Case #2: Leslie and the Blank Roster

People Editor

TEST, MANAGER 1 of 1 523121234

History  Licenses

Person  Job Assignment

- Job Assignment Summary
- Primary Account
- Timekeeper
- Access Profiles

Manager Role-General

Employee Group: TEST Employees  Edit
Case #2: Leslie and the Blank Roster

PARK Deputy Director

PARK + PARK11100
Case #2: Leslie and the Blank Roster

To view the ACN(s) and department code(s) an Employee Group can see, click ‘edit’ next to the drop-down list.
Case #2: Leslie and the Blank Roster

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<tr>
<td>Reserved4:</td>
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<tr>
<td>Access Control:</td>
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Case #2: Leslie and the Blank Roster

In Employee Groups, an ‘*’ means “all”
Case #2: Leslie and the Blank Roster

Incorrect Poll Responses

- ☑️ Add Leslie to the “Reports to” field in each employee’s Kronos configuration
- ☘️ Check and make sure Leslie has the correct Employee Group
- ☘️ Put in an Electronic Timekeeping request to add the employees to Leslie’s roster
- ☘️ Update Leslie’s ACN in TMAA
Training Objectives

Timekeepers and Payroll Managers should understand:

✔️ What is an ACN, Employee Group, and TMAA
✔️ The role Kronos, UCPath, and TMAA play
✔️ How ACNs and Employee Groups work together
✔️ How to check (in Kronos) what ACN an employee is assigned to
✔️ How to check a manager’s Employee Group
  • How Employee Groups and ACNs are organized
Case #3: Chris and the Missing Employee

Chris Traeger - Pawnee City Manager

PARK Pawnee City Manager

Ben’s Labor Level Set = INDI/0/0/0/PARK10000/0/40078987

Chris’ Employee Group = PARK City Manager
Case #4: The Temporary Supervisor

- Ron is Leslie’s supervisor
- Ron supervises other employees
Case #4: The Temporary Supervisor

Poll #3
How can the Payroll Manager grant Ron visibility over Leslie’s employees? Please choose the best answer.

- Update Leslie’s direct reports in TMAA so they have Ron’s ACN
- Do nothing. Since Ron is Leslie’s supervisor, he already has visibility over her direct reports
- Update Ron’s Employee Group to match Leslie’s
- Submit an Electronic Timekeeping ticket to edit Ron’s Employee Group to contain Leslie’s ACN
Solution: Supervisors Have Visibility Over Their Direct Report’s Direct Reports

Ron Swanson

Leslie Knope

Leslie Knope’s Direct Reports
Case #2: The Temporary Supervisor

Incorrect Poll Responses

❌ Update Leslie’s direct reports in TMAA so they have Ron’s ACN
✔️ Do nothing. Since Ron is Leslie’s supervisor, he already has visibility over her direct reports
❌ Update Ron’s Employee Group to match Leslie’s
❌ Submit an Electronic Timekeeping ticket to edit Ron’s Employee Group to contain Leslie’s ACN

Employee Groups can be assigned to multiple supervisors
Case #2: The Temporary Supervisor

Keep a spreadsheet of your department’s Employee Groups and ACNs
Case #2: The Temporary Supervisor

### Pay Period Close Detail

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UCSB IT

UC SANTA BARBARA
### Case #2: The Temporary Supervisor

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Training Objectives

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- What is an ACN, Employee Group, and TMAA
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Summary

• Managerial Visibility of employees in Kronos is determined by the ACN and the Employee Group
• ACNs are assigned on the employee side (Case #1)
• Employee Groups are assigned on the supervisor side (Case #2)
• Employee Groups determine visibility by using both department code and ACN (Case #3)
• ACNs are created in a hierarchical numbering system (Case #4)
Resources

• Timekeeping Manager Assignment Application (TMAA)
• UCSB VPN
• Using Access Control Numbers, Employee Groups, and TMAA to Configure Manager Visibility in Kronos
• How to Assign an Access Control Number (ACN) in TMAA
• How TMAA relates with Kronos
• Employee Setup in Kronos: explains how to find the PLA and/or LLTS, where you can view an employee’s assigned ACN
• Labor Level Definition & Purpose: shows where the ACN is located in an employee’s labor account
Poll #4

I feel comfortable explaining how managerial visibility works using ACNs and Employee Groups. I also understand how to find and assign ACNs and Employee Groups.
Q: Can one employee group be assigned to multiple ACNs?

A: An employee group can give a manage visibility of multiple ACNs, yes. One employee group can also be assigned to multiple managers so that they can share the same visibility.
Q&A

**Q:** Can an employee be assigned to an Academic approval and the department Business Manager, so they both have visibility to this person?

**A:** ACN assignments are limited to one per unique employee ID and position number combination, so if an employee needed 2 different ACNs in order to be seen by one academic and one staff manager, they would need two positions. This may be a situation where we’d need a ticket in order to assess all of the pertinent details.

If the business manager has an employee group that can see an entire department, regardless of ACN, then the employee may only need to be assigned to the academic ACN, since the business manager would be able to see that employee regardless.
Q: How do you tell who is the home department of an employee?

A: To tell which is the home department of a specific employee, you check the employee’s Primary Labor Account (People Editor > Job Assignment tab > Job Assignment Summary). You can also view this in IS Summary 3 under the Home Dept column after changing the query to All Home and Eligible Transfer.

This KB article also shows you how to check an employee’s Primary Labor Account history, in case you want to see if their PLA has changed recently: https://ucsb.service-now.com/kb?id=kb_article_view&sysparm_article=KB0010846
Q: Would you be able to explain a little bit more about the Dept ACN/Staff ACN and their role?

A: A Staff ACN (or Departmental ACN) is a set of numbers which would allow a manager in a specific position to see their employees. For example, LIBR12100 might have the description “Library Office Manager.” Employees of the Library Office Manager would be assigned to this particular ACN.
Q: With shared employees, isn’t the primary labor account the most recent assignment?

A: Not necessarily. The determination for the Primary Labor Account depends on the following logic:

1. The position with the highest percentage of appointment; if all are equal, the next consideration is:
2. A position with latest (most recent) begin date; if all are equal, the next consideration is:
3. A position with the highest pay rate; if all are equal, the final consideration is:
4. A position number with the highest numerical value.

For more information on How to Handle Shared Employees: https://ucsb.service-now.com/kb?id=kb_article_view&sysparm_article=KB0010846
THANK YOU!

Questions?