Mini Tune-Up: Access Control Numbers

Electronic Timekeeping

UC **SANTA BARBARA**

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

UC **SANTA BARBARA**

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 — DEPTxxxxx

- Universal ACN aka Academic ACN — UCSBxxxxx

UC **SANTA BARBARA**

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"

UC **SANTA BARBARA**

Definitions: Departmental Employee Group

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

LIBR Office Manager

Department: LIBR + **ACN: LIBR12100**

UC **SANTA BARBARA**

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

UCSB12345

My name is Professor Jane Gaucho.

UC **SANTA BARBARA**

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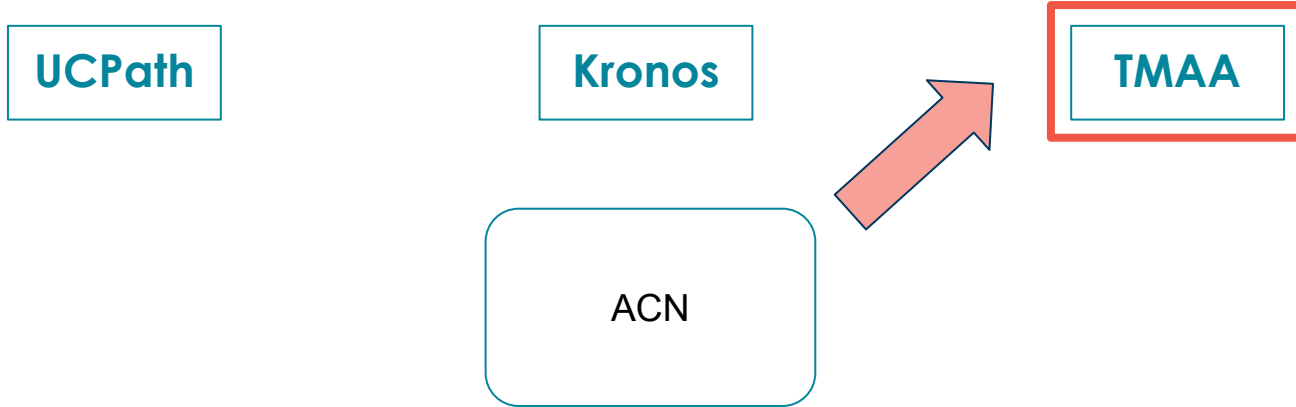
Kronos, UCPath, and TMAA: which system does what?

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?

UCPath

Kronos

TMAA

- Employee ID
- Position #

UC **SANTA BARBARA**

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

UCPath

Kronos

TMAA

- Employee ID
- Position #
- Name
- Dept
- Record #

UC **SANTA BARBARA**

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

| UCPath | Kronos | TMAA |

ACNs assigned to Employees

- Employee ID
- Position #
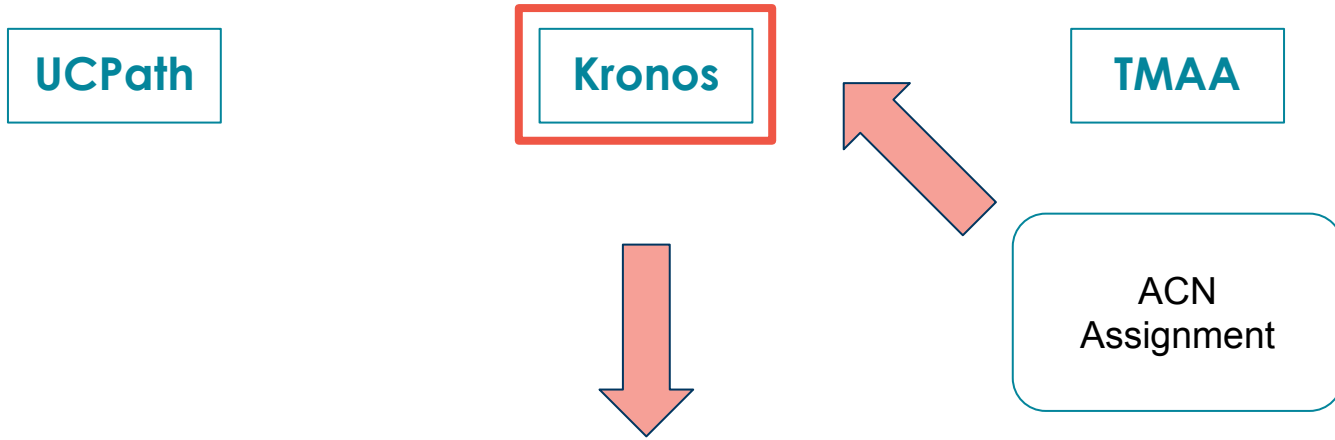
UC **SANTA BARBARA**

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

UCPath

Kronos

TMAA

ACN
Assignment

DEPT/Empl Record/Reserved3/Reserved4/**ACN**/Special Function/Position #

UC **SANTA BARBARA**

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.

UC **SANTA BARBARA**

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

UC **SANTA BARBARA**

Solution: Checking an Employee's ACN and Updating the Position Number

UC **SANTA BARBARA**

Solution: Checking an Employee's ACN and Updating the Position Number

UC **SANTA BARBARA**

Solution: Checking an Employee's ACN and Updating the Position Number

UC **SANTA BARBARA**

Solution: Checking an Employee's ACN and Updating the Position Number

DEPT/Empl Record/Reserved3/Reserved4/**ACN**/Special Function/Position #

UC **SANTA BARBARA**

Solution: Checking an Employee's ACN and Updating the Position Number

PARK/0/0/0/**PARK11000**/0/40012345

UC **SANTA BARBARA**

Solution: Checking an Employee's ACN and Updating the Position Number

PARK/0/0/0/**0**/0/40045678

UC **SANTA BARBARA**

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:

- ☑ 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 #2: Leslie and the Blank Roster

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

Leslie's employees have ACN
"PARK11100"

UC **SANTA BARBARA**

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

UC **SANTA BARBARA**

Solution: Assign Employee Groups to Managers

Employee Group

ACN

ACN

ACN

ACN

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

UC **SANTA BARBARA**

Case #2: Leslie and the Blank Roster

UC **SANTA BARBARA**

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

UC **SANTA BARBARA**

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

UC **SANTA BARBARA**

Case #3: Chris and the Missing Employee

Chris Traeger - Pawnee City Manager

PARK Pawnee City Manager 🔭 **PARK** + **PARK10000**

✅ **Ben's Labor Level Set =**
INDI/0/0/0/PARK10000/0/40078987

✅ **Chris' Employee Group =**
PARK City Manager

UC **SANTA BARBARA**

Case #4: The Temporary Supervisor

- Ron is Leslie's supervisor

- Ron supervises other employees

UC SANTA BARBARA
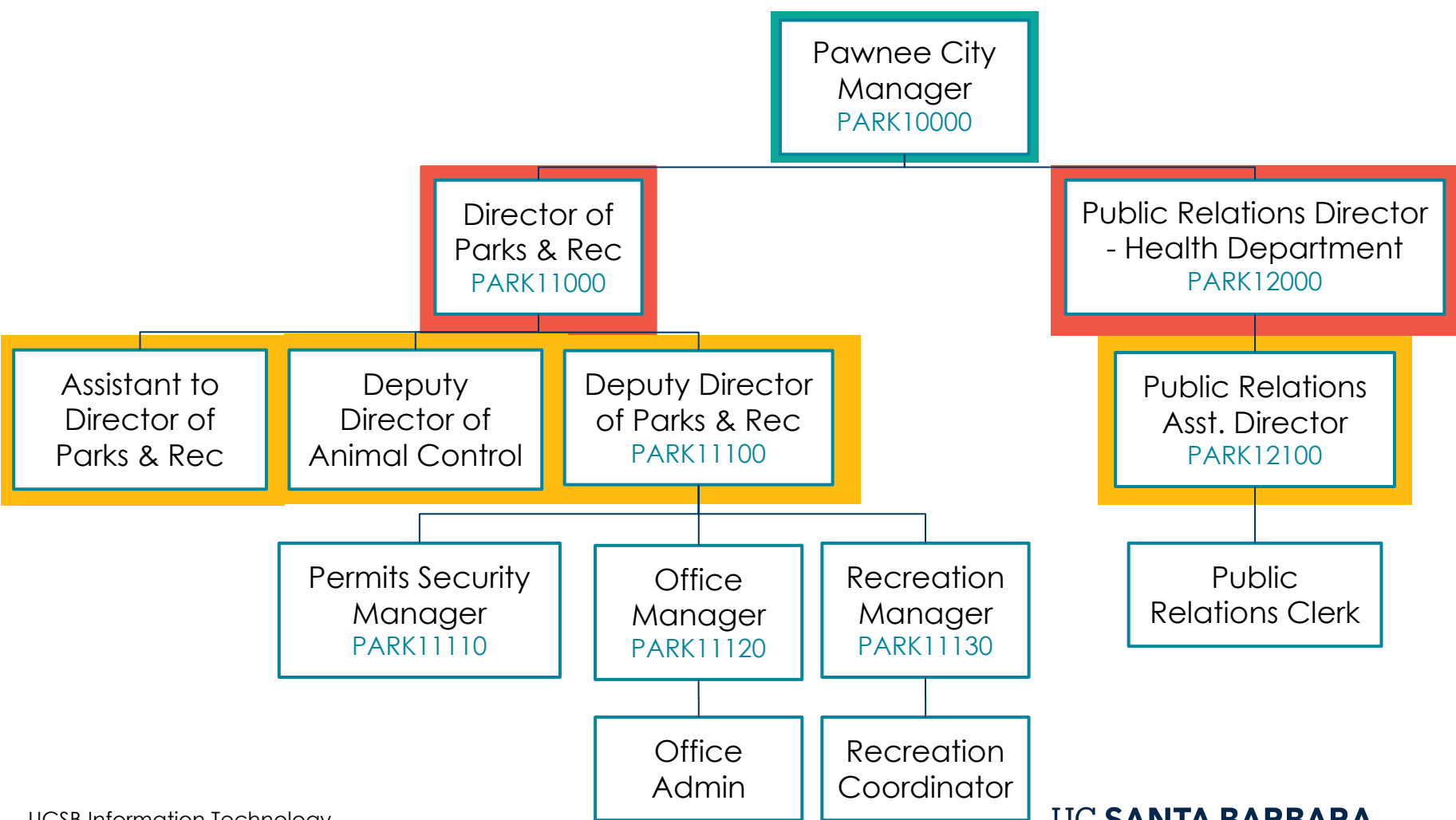
Case #4: The Temporary Supervisor

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

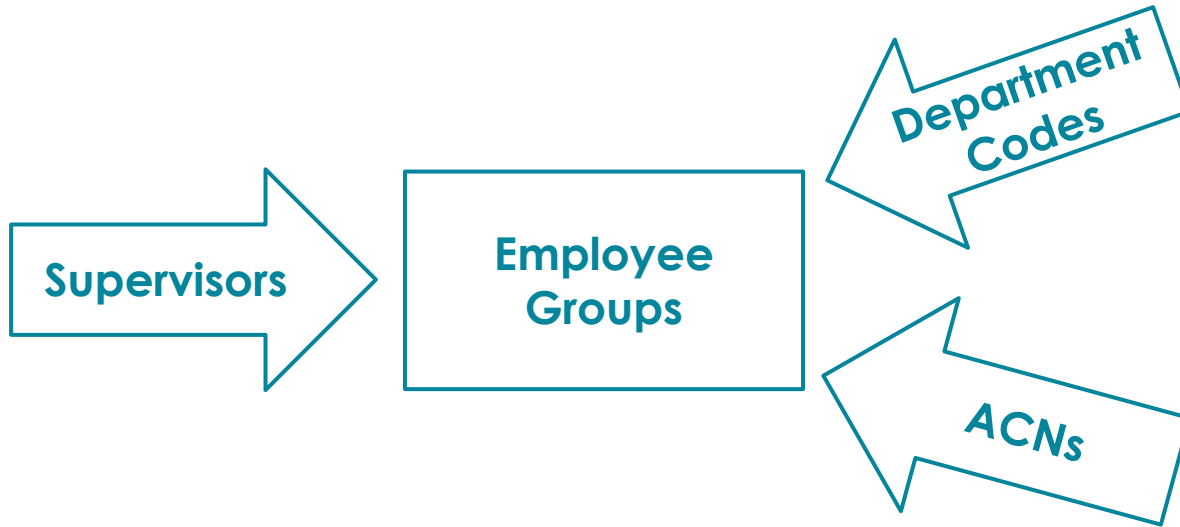|	
❌	Update Leslie's direct reports in TMAA so they have Ron's ACN
✅	**Do nothing. Since Ron is Leslie's supervisor, he already has visibility over her direct reports**
❌	Update Ron's Employee Group to match Leslie's
❌	Submit an Electronic Timekeeping ticket to edit Ron's Employee Group to contain Leslie's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

Employee Groups can be assigned to multiple supervisors

UC **SANTA BARBARA**

Case #2: The Temporary Supervisor

Keep a spreadsheet of your department's Employee Groups and ACNs

Supervisors → Employee Groups ← Department Codes

Employee Groups ← ACNs

Case #2: The Temporary Supervisor

UC **SANTA BARBARA** 47

Case #2: The Temporary Supervisor

Home Dept	Pay Schd	Name	Perso...	User ...	Account Access Ctrl No	Assigned Manager	Hire Date	Employee Group	Acti... Bad...	Title Code	T...	Pay Rule	Primary Labor Account
-	MO	TEST, EXEMPT	53345...	exem...	1	TEST, MANAGER	5/01/20...	Empty Profile		7607		99 Exempt MO-H HOL0	-/0/0/0/1/0/0
-	MO	TEST, EXEMPT2	52312...	exem...	1	TEST, MANAGER	8/26/20...	Empty Profile			DX	99 MO-S HOL8	-/0/0/0/1/0/0
-	MO	TEST, EXEMPT3	51115...	exem...	1	TEST, MANAGER	11/01/2...	Empty Profile				99 MO-S HOL8	-/0/0/0/1/0/0
-	MO	TEST, MANAGER	52312...	mana...	1	TEST, PAYROLL ...	7/01/20...	TEST Employees				99 MO-S HOL8	-/0/0/0/1/0/0
-	MO	TEST, MANAGER FAC...	52344...	facult...	1	TEST, PAYROLL ...	1/01/20...	TEST Employees				Academic - No Timeca...	-/0/0/0/1/0/0
-	BW	TEST, NON-EXEMPT	52234...	nontest	1	TEST, MANAGER	5/01/20...	Empty Profile	574...			99 BW-H HOL8 OT	-/0/0/0/1/0/0
-	BW	TEST, NON-EXEMPT2	53456...	nonte...	1	TEST, MANAGER	1/01/20...	Empty Profile				SX BW-H HOL0 OT 30	-/0/0/0/1/0/0
-	MO	TEST, PAYROLL MGR	51122...	paytest	1		9/01/20...	TEST Employees				99 MO-S HOL8	-/0/0/0/1/0/0

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

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

UC **SANTA BARBARA**

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&A

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.

UC **SANTA BARBARA**

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&A

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

UC **SANTA BARBARA**

Q&A

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&A

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?