KABA
Supervisor Guidelines

KABA refers to the NC State University timekeeping system used for tracking temporary employee time. Designated supervisors of temporary employees will automatically be given access to the KABA system within PeopleSoft. The supervisor’s role is to ensure that the employee is recording all work hours accurately and in a timely manner. Timesheets should be reviewed and approved on a regular basis, but at a minimum, immediately following the end of the pay period. Supervisors have until the Tuesday following the end of the pay period to make any necessary changes and to submit final approvals. Please contact the Business Office for necessary changes or approvals beyond this deadline. Unapproved timesheets will not be processed and will therefore not be included for payment on the applicable payroll payday.

1) **KABA Set-up** – KABA can be accessed through the MyPack Portal. To add shortcuts to the Faculty & Staff page, click on Content in the upper right corner of the screen. Then check the box for My Temporary Employees Time in the HR section and Save. This should add a new section to the main page.

2) **View or Change Employee Timesheet** - Once an employee enters their time, they will not be able to make any changes to that time within KABA. Any necessary changes will need to be completed by either the Supervisor or Timekeeper (DELTA Business Office). To make changes, select My Employee Timesheets (Main Menu > Human Resources > Manager Self Service > Time Management > Report Time > Timesheet). Search for the employee by last name or employee ID. Once the timesheet is opened, it can be reviewed or corrected as needed. Please note that any changed time that was previously approved will need to be approved and submitted again once the changes are completed.

3) **View Timesheet Exceptions** – Following the end of a pay period, Supervisors should check for Timesheet Exceptions (Main Menu > Human Resources > Manager Self Service > Time Management > Approve Time and Exceptions > Exceptions). Only employees with exceptions will display. Please refer to the Exception Alarm Trouble Shooting Guide for explanations of each type of exception.

4) **Approval of Timesheets (Required)** – Approvals can be submitted periodically throughout the pay period as often as needed. It is recommended that approvals be done in “pairs” (meaning, approve clock in and clock out together). Supervisors can approve time by clicking on My Employee Timesheets (Main Menu > Human Resource Systems > Manager Self Service > Time Management > Approve Time > Reported Time). From the employee list, select the timesheet to approve. Select the dates to approve by clicking on the small box to the left of each day (or choose Select All from the bottom of the screen). Click Approve and Submit.

5) **Reports** – Supervisors can print Biweekly Timesheets for their records if needed. There are additional report options available at Main Menu > Human Resources > Manager Self Service > Time Management > View Time.

Questions? Contact the DELTA Business Office at delta-business-office@ncsu.edu or X5-4362

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