

# UNI Time – Reporting



<b>Employee</b>	<b>Timecard</b>
<b>Merit - Salaried and Hourly</b>	<b>Yes, weekly</b>
<b>P&amp;S - Salaried</b>	<b>Yes, monthly</b>
<b>P&amp;S - Hourly</b>	<b>Yes, weekly</b>
<b>Academic Administrators (12 mo.)</b>	<b>Yes, monthly</b>
<b>Academic Administrators (9 mo.)</b>	<b>Yes, only if exceptions to report</b>
<b>Institutional Officials</b>	<b>Yes, monthly</b>
<b>Fulltime Faculty (9 mo.) and Part-time Unit Faculty (earn sick leave)</b>	<b>Yes, only if exceptions to report</b>
<b>Part-time Non-Unit Faculty - salaried</b>	<b>No</b>
<b>Graduate Assistant</b>	<b>No</b>
<b>Non-unit Faculty – Hourly</b>	<b>Yes, weekly</b>
<b>Student Employees working for an hourly wage</b>	<b>Yes, weekly</b>
<b>Students working for the <u>Northern lowan</u> as writers, inserters, or receiving a sales commission</b>	<b>No</b>
<b>Students using the Kronos system</b>	<b>No</b>
<b>Students paid a salary</b>	<b>No</b>