

INDIANA UNIVERSITY KOKOMO



Time Information Management Environment



Guide for Hourly Employees

12/15/2008

TIME = Time Information Management Environment

TIME is a web-based timekeeping system that:

- allows employees to record their work hours on-line via OneStart
- replaces paper timesheets
- automatically routes the on-line timesheet from the employee to their department head for approval to Payroll for processing and then directly into the HRMS Payroll system for payment

How to Use This Guide

This guide provides basic information for using the TIME system. It includes directions for showing how Hourly employees log in and record hours worked.

Comprehensive system documentation for employees and other TIME users is available online at: <https://www.fms.indiana.edu/time/documentation.asp>

Logging In

To access TIME, login to OneStart at <http://www.onestart.iu.edu>. After logging in, click on “Services”, “Administrative Systems”, and then TIME to access time sheets.

Login Problems

If you have login problems:

1. Check with Sharon Cooper in Payroll to make sure that a TIME assignment has been established.
2. If the assignment was established and you still cannot login, check your passphrase.
3. If you still cannot login, contact FMS Customer Service in Bloomington at <http://www.indiana.edu/~hrsis/HRMS/FMS/index.shtml>

How to Record Hours

Hourly employees will use the electronic timesheets available in TIME to record the hours they have worked. Hourly employees will clock in when they arrive at work and clock out when they leave. Hourly employees cannot modify their timesheet. Corrections will need to be made by your supervisor.

Viewing Your Timesheet

To view your current Timesheet:

1. Navigate to: <https://www.onestart.iu.edu>
2. Select “Services”, then “Administrative Systems” and then TIME.

3. Select My Current Timesheet.


To view a previous Timesheet:

1. Follow the two steps listed above.
2. Select the timesheet you wish to view from the Timekeeping Portal. Select “Other Timesheets” and then select the appropriate pay period from the drop down list.

Every employee in TIME has one timesheet for each pay period. Employees with multiple work assignments will need to select the correct work assignment when recording their hours on their timesheet. Each pay period is two weeks long (beginning and ending at midnight on Sunday). Each timesheet represents a document in the HRMS Workflow system—a routing and approval process used to manage who can view and take actions on a particular timesheet.

Below is a sample timesheet for Hourly employees. Please note that each timesheet contains these six sections:

- Document Header
- Hours Detail
- Hours Summary
- Jobs
- Leave Balances
- Notes



Document Id : 1020712	Pay End Date : 10/07/2006
University Id : 0000476696	Name : Mary Margaret Byrde

Timesheet Document [?](#) [feedback](#)

Clock

Work Status : Clocked in since 09/27/2006 04:30 PM **Clock Assignment :** MARKETING: \$35/hr Rod#1 BL-RECS

Thursday September 28, 2006 9:39 AM

Hours Details

Hours Details
▶ show Sun, September 24, 2006
▶ show Mon, September 25, 2006
▶ show Tue, September 26, 2006
▶ show Wed, September 27, 2006
▶ show Thu, September 28, 2006
▶ show Fri, September 29, 2006
▶ show Sat, September 30, 2006
▶ show Sun, October 01, 2006
▶ show Mon, October 02, 2006
▶ show Tue, October 03, 2006
▶ show Wed, October 04, 2006
▶ show Thu, October 05, 2006
▶ show Fri, October 06, 2006
▶ show Sat, October 07, 2006

Hours Summary

Hours Summary	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly	Period
	09/24	09/25	09/26	09/27	09/28	09/29	09/30	Total	10/01	10/02	10/03	10/04	10/05	10/06	10/07	Total	Total
RGH: Regular Pay Hourly																	
RGN: Regular Pay Nonexempt Staff																	
BW work area: \$25/hr Rod#2 BL-RECS			13.00		22.00			35.00								0.00	35.00
Total Hours:			13.00		22.00			35.00								0.00	35.00
HAZ: Hazard Pay - 1.50																	
Biweekly Test: \$2000/hr Rod#3 BL-RECS	8.00							8.00								0.00	8.00
HBL: High Pay BL - 15%																	
Biweekly Test: \$2000/hr Rod#3 BL-RECS		8.00						8.00								0.00	8.00
HIN: High Pay IUPUI - .75																	

Jobs

Leave Balances

Notes

Document Header

The boxes in the upper-right hand corner contain basic information about each timesheet.

Document Id : 1020712	Pay End Date : 10/07/2006
University Id : 0000476696	Name : Mary Margaret Byrde

Document ID: A unique identifying number given to this timesheet.

Pay End Date: The pay period end date is the last day for which hours can be recorded

on this timesheet.

University ID: The 10-digit identifying number assigned to an employee which uniquely identifies the employee who this timesheet is for.

Name: The name of the employee that this timesheet is for.

Recording Hours Worked

Each Hourly employee will see the below section on their timesheet. The “Work Status” section will indicate whether the employee is currently clocked in or out and when that last action occurred. The “Clock Assignment” will list all of the work assignments for the employee.

Clock

Work Status : Clocked Out since 09/27/2006 11:45 AM **Clock Assignment :** AQUATICS Aquatics-Meetings & Tr: \$5.15/hr Rcd#0 BL-RECS

[clock in](#)

Tuesday October 3, 2006 9:20 AM

Those employees with multiple work assignments, must first select the button that corresponds to the work assignment that they are clocking in or out for (they may only have one assignment to choose from).

To clock in to a work assignment, select the work assignment from the “Clock Assignment” dropdown list and then click on the Clock In button.

Please Note: All clock actions (other than leaving or returning from breaks) are rounded to the nearest tenth of an hour.

Once clocked in you can close the browser window.

When you are ready to clock out, log back into TIME and follow the same process.

Hours Details

This section of the timesheet shows each day of the pay period and the associated hours recorded on those days. At the end of each pay period the timesheets will be automatically forwarded to the supervisor for approval. After being forwarded to the supervisor, the supervisor will be able to view each employee timesheet, and will be able to make corrections to the timesheet. This could include adding hours not recorded by the employee or changing the hours or earn code to accurately reflect the hours worked by the employee.

Hours Details [hide](#) [expand all](#) [collapse all](#)

Hours Details

[show](#) Sun, September 24, 2006

[hide](#) Mon, September 25, 2006

Hour Details

[hide](#) Hour Details

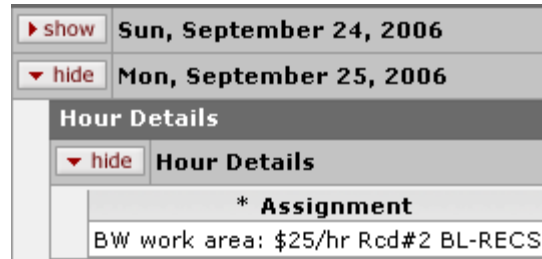
* Assignment	* Earn Code	Hours	* Begin Time	* End Time	OT Earn Code	OT Hours
BW work area: \$25/hr Rcd#2 BL-RECS	RGN: Regular Pay Nonexempt Staff	4.00	07:00 AM	11:00 AM		0

[show](#) Tue, September 26, 2006

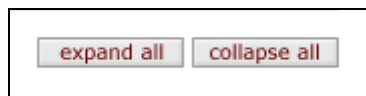
[show](#) Wed, September 27, 2006

[show](#) Thu, September 28, 2006

Show & Hide Buttons: Throughout TIME, the timesheets will have buttons marked “show” and “hide.” These buttons will allow you to open the days you wish to see and close days you do not. Sometimes, as in the days in the Hours Details section, Show and Hide buttons may be nested in each other.



Expand All & Collapse All Buttons: To open all the days in the Hours Details section, click the Expand All button. To close all days, click Collapse All.



Jobs

This section collects information about the employee’s jobs and their associated TIME assignments. Assignments associated with a particular job appear directly under it in this tab.

Jobs		▼ hide						
Jobs								
▼ hide		Employee Record 1						
University Id :	0001097117	Employee Record :	1					
Effective Date :	07/01/2006	Effective Sequence :	0					
Action :	HIR	Business Unit :	IUBLA					
Department :	BL-RECS	Location :	BL					
Salary Plan :	SS	Grade :	OF					
Standard Hours :	40	Paygroup :	BW1					
Compensation Rate :	20	Fte :	1					
Employee Status :	A	Job Indicator :	S					
Employee Type :	E							
Assignments								
▼ hide		BW work area: \$20/hr Rcd#1 BL-RECS						
End Date	Earn Code	Chart Of Accounts	Account	Object	Work Area	Task	Org Ref Id	Percent
	RGN: Regular Pay Nonexempt Staff	BL	1046202	2500	4278	0000		100

Notes

Anyone with access to a timesheet can attach a note in this section or read the notes that others have added.

To add a note when no notes exist, click the “Add” button that appears in the notes section of the timesheet.

Once a note has been added it will display the existing notes and a blank box where you can enter a new note. Enter a new note in the blank note box and click “Save.” Use the “edit” button to modify an existing note.

Notes

Create Note

Author	Date	Note	Action
Damon R Dorsey	10/03/2006	<div style="border: 1px solid gray; height: 20px; width: 100%;"></div>	<input type="button" value="save"/>

View Notes

Author	Date ▼	Note	Action
Damon R Dorsey	10/03/2006 08:28 AM	Please correct the end time for my shift on 9/16/06. I forgot to clock out and the actual end time should be 5:00 PM.	<input type="button" value="edit"/> <input type="button" value="delete"/>

Hours Summary

The Hours Summary is a view-only table that shows a summary of the hours recorded by assignment and day.

Regular hours that contribute toward weekly overtime eligibility are totaled and displayed on a separate line at the bottom of the Hours Summary.

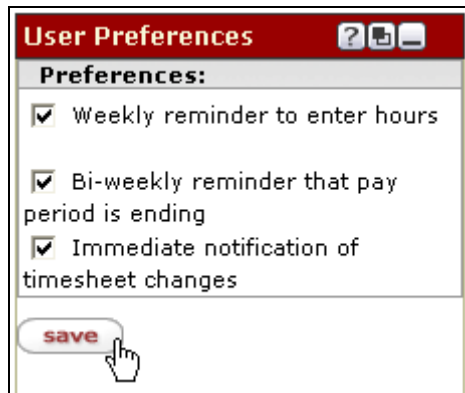
Hours Summary																	
Hours Summary	Sun 09/24	Mon 09/25	Tue 09/26	Wed 09/27	Thu 09/28	Fri 09/29	Sat 09/30	Weekly Total	Sun 10/01	Mon 10/02	Tue 10/03	Wed 10/04	Thu 10/05	Fri 10/06	Sat 10/07	Weekly Total	Period Total
RGN: Regular Pay Nonexempt Staff																	
BW work area: \$25/hr Rcd#2 BL-RECS	9.00	4.00	12.00	12.00	3.00			40.00								0.00	40.00
Total Hours:	9.00	4.00	12.00	12.00	3.00			40.00								0.00	40.00
CPE: NO PAY-Comp Hours Earned																	
BW work area: \$25/hr Rcd#2 BL-RECS					15.00	4.50		19.50								0.00	19.50

Approving a Timesheet

At the end of each pay period, timesheets are automatically routed to your supervisor for approval. In doing so, your supervisor can add/delete work hours.

Preferences

You can choose whether or not to receive automatic e-mail reminders that are generated by TIME.



The options include:

- 1) A weekly reminder on Friday to check your timesheet for accuracy and completeness, and if necessary make any corrections.
- 2) A biweekly reminder that the pay period is ending.
- 3) A message telling you that your timesheet has been modified, such as when a Supervisor makes corrections.

To set your TIME preferences, check the box next to any e-mail preferences you wish to receive and then click the "Save" button. You can return to the User Preferences channel at any time to change your email preferences.