

INDIANA UNIVERSITY KOKOMO



Time Information Management Environment



Guide for Support Staff

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 the department head for approval to Payroll for processing and then directly into the HRMS Payroll system for payment

To access 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.

To access TIME from an off-campus location, navigate <http://www.indiana.edu/time/links.asp>. Select TIME and login.

Login Problems

If you cannot find your TIME timesheet after logging in:

1. Check with your department supervisor to make sure that a TIME assignment has been established.
2. If the assignment was established, 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

Support Staff employees will use the electronic timesheets available in TIME to record their hours at work. Employees will record the time when they come to work and when they leave work with the proper earn code. (NOTE: This will require employees to record when they leave for lunch and when they return.) Support Staff employees can modify their hours worked and earn codes only during the pay period. You will not be able to make adjustments to your timesheet after the end of the pay period.

Recording Hours Worked

Every employee in TIME has one timesheet for each pay period. Each employee needs to open their timesheet for the current pay period. Those employees with multiple work assignments, must first select the button that corresponds to the work assignment that they are recording hours worked (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.

You will see the Hours Detail and Hours Summary section on the timesheet. Click on the “Edit” button to enter your work hours.

The current day will be open to enter the hours worked for that day. First, click on the “Add” button to enter hours. Second, select the correct Earn code from the drop down table. The code for Regular Hours Worked will be at the top of the drop down table. All the other codes are in alphabetical order. Third, enter the beginning and ending work hour and select am/pm. Employees will have to make two entries each day, one for before lunch and one for after lunch. Fourth, when this has been completed, click on the “Save” button. Fifth, review the hours in the Hours summary to make sure the work hours were recorded correctly.

There are two exceptions to this process for recording work hours. First, Holiday Hours will automatically be added in by HRMS. Second, when entering Vacation or Sick leave hours, you only need to enter the number of hours in the Hour column.

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 your supervisor for approval. After being forwarded to your 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 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

Leave Balances

This section shows the employee’s available leave balances, such as sick or vacation time. The Hour balances that appear here are current as of the “Accrual Process” date.

Leave Balances		
Plan Description	Leave Balance	Accrual Process Date
Vacation Accrued	138	12/31/2005
Sick	56	12/31/2005

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	<input type="text"/>	<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, day and by earn code.

An earn code is a category of pay that indicates the hours worked or some other pay status like vacation or sick time, etc. Each earn code will have its own separate line in the Hours Summary.

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 Timesheets

At the end of each pay period, timesheets are automatically forwarded to the supervisor (Time Approver) who is responsible for approving timesheets. This could include adding hours not recorded or changing the hours to reflect the actual hours worked.

Earn Codes

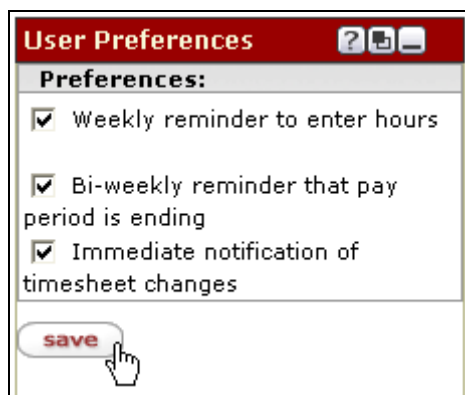
Earn codes define the type of hours you record in the TIME system. The codes below are available for biweekly support and service staff employees to use.

Earn Code	Title	Description	Enter Hours or Begin/End Time
ABS	NO PAY--Absent without Benefits	Biweekly Support and Service Staff Only. Use if you were absent from work and have no other leave balance time available or appropriate for use.	Enter Hours
AFL	NO PAY--Absent without PAY-FMLA	Biweekly Support and Service Staff Only. Use only if you are on Family Medical Leave, were absent from work and have no other leave balance time available.	Enter Hours
CAL	Call Back Overtime	Biweekly Support and Service Staff Only. Used only if you were called back in to work and not scheduled.	Enter Begin and End Time
CPT	Comp Hours - Reduce Accrual	Biweekly Support and Service Staff Only. Used to reflect the use of accrued compensatory hours.	Enter Hours
HFL	Holiday Hours Taken-FMLA	Biweekly Support and Service Staff Only. Use only if you are on Family Medical Leave, to reflect the use of accrued holiday hours.	Enter Hours
HTK	Holiday Hours - Reduce Accrual	Biweekly Support and Service Staff Only. Used to reflect the use of accrued holiday hours.	Enter Hours
SCK	Sick Nonexempt	Biweekly Support and Service Staff Only. Used to reflect the use of accrued sick hours.	Enter Hours
SFL	Sick Nonexempt – FMLA	Biweekly Support and Service Staff Only. Use only if you are on Family Medical Leave, to reflect the use of accrued sick hours.	Enter Hours

VAC	Vacation	Biweekly Support and Service Staff Only. Used to reflect the use of accrued vacation hours.	Enter Hours
VFL	Vacation - FMLA	Biweekly Support and Service Staff Only. Use only if you are on Family Medical Leave, to reflect the use of accrued vacation hours.	Enter Hours
WTH	Weather	Biweekly Support and Service Staff Only. Use only if your campus has declared a weather day within this pay period and you were not at work due to adverse weather.	Enter 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.