

# INDIANA UNIVERSITY KOKOMO



## **Time Information Management Environment**



## **Supervisor's Guide**

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 with a secure on-line timesheet
- automatically routes the on-line timesheet from the employee to their supervisor for approval to payroll for processing and then directly into the HRMS Payroll system for payment
- generates useful reports showing hours worked and the amount of leave time taken, earned and balance

Definition of **TIME** roles:

**Employee** – responsible for recording the hours they worked

**Reviewer** – can review and edit an employee's TIME record but cannot approve the TIME record for payment

**Approver/Supervisor** – can review, edit and approve an employee's TIME record. (Account Manager)

**Payroll Processor** – has access to the administrative functions in TIME to add employees to the TIME system and is the final approver of the payroll vouchers. (Sharon Cooper and Rita Martin)

**Campus Coordinator** – oversees all functions of the TIME system for the campus. (Director of Human Resources)

Definition of **TIME** records:

**Asynchronous** – on-line timesheet used by Support Staff employees to record their hours worked

**Synchronous** – on-line timesheet used by Hourly employees to record their hours worked by clocking in and clocking out

## How to Use This Guide

This guide provides basic information for using the TIME system. It includes directions for showing how Support Staff and Hourly employees log in and record hours worked, and how supervisors approve time sheets.

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

Support Staff and Hourly employees will use the electronic timesheets available in TIME to record the hours they have worked. Support Staff will complete an electronic time sheet and Hourly employees will clock in and out. Support Staff and Hourly employees will not be able to make adjustments to their timesheet after the end of the pay period.

### Support Staff

Support Staff will use TIME like an electronic timesheet 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 view their timesheet and modify their hours worked and earn codes only during the pay period.

### Hourly Staff

Hourly employees will use TIME like an electronic time clock. They will clock in when they arrive at work and clock out when they leave. TIME will automatically record the hours worked on their timesheet. Hourly employees cannot modify their timesheet.

# Anatomy of a Timesheet

## For employees to view their current Timesheet:

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

## For employees 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 the TIME system 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.

The following two pages show sample timesheets. The first sample timesheet is for Support Staff employees and the second sample timesheet is 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**

[expand all](#)    [collapse all](#)

**Hours Details** [hide](#)

Hours Details
<a href="#">show</a> Sun, September 24, 2006
<a href="#">show</a> Mon, September 25, 2006
<a href="#">show</a> Tue, September 26, 2006
<a href="#">show</a> Wed, September 27, 2006
<a href="#">show</a> Thu, September 28, 2006
<a href="#">show</a> Fri, September 29, 2006
<a href="#">show</a> Sat, September 30, 2006
<a href="#">show</a> Sun, October 01, 2006
<a href="#">show</a> Mon, October 02, 2006
<a href="#">show</a> Tue, October 03, 2006
<a href="#">show</a> Wed, October 04, 2006
<a href="#">show</a> Thu, October 05, 2006
<a href="#">show</a> Fri, October 06, 2006
<a href="#">show</a> 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
<b>RGH: Regular Pay Hourly</b>																	
<b>RGN: Regular Pay Nonexempt Staff</b>																	
BW work area: \$25/hr Rod#2 BL-RECS			13.00		22.00			35.00								0.00	35.00
<b>Total Hours:</b>			13.00		22.00			35.00								0.00	35.00
<b>HAZ: Hazard Pay - 1.50</b>																	
Biweekly Test: \$2000/hr Rod#3 BL-RECS	8.00							8.00								0.00	8.00
<b>HBL: High Pay BL - 15%</b>																	
Biweekly Test: \$2000/hr Rod#3 BL-RECS		8.00						8.00								0.00	8.00
<b>HIN: High Pay IUPUI - .75</b>																	

**Jobs** [show](#)

**Leave Balances** [show](#)

**Notes**

## Document Header

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

<b>Document Id :</b> 1020712	<b>Pay End Date :</b> 10/07/2006
<b>University Id :</b> 0000476696	<b>Name :</b> 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 by the HRMS PeopleSoft system. This number uniquely identifies the employee who this timesheet is for.

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

## Support Staff: Recording Hours Worked

Each Support Staff 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.

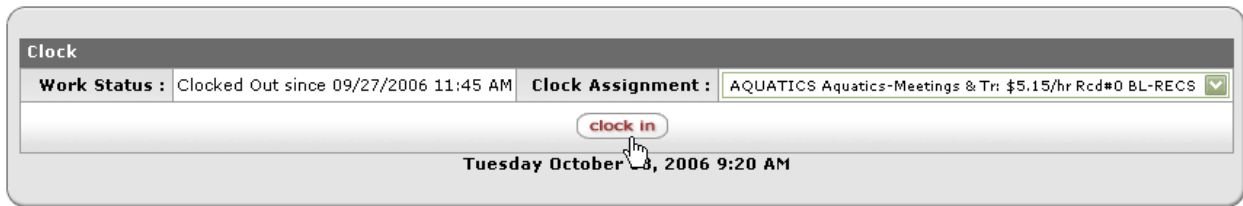
You will see the Hours Detail and Hours Summary section on the timesheet. Click on the “Edit” button to enter your work hours.

The current day will be open to enter the hours worked for that day. The employee needs to click on the “Add” button to enter their hours. First, 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. Second, the employee will then enter their beginning and ending work time. They will enter the hour and select am/pm. Employees will have to make two entries each day, one for before lunch and one for after lunch. Third, when this has been completed, the employee will click on the “Save” button. The employee should review the hours in the Hours summary to make sure their 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.

## Hourly: Clocking in and Out

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.



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.

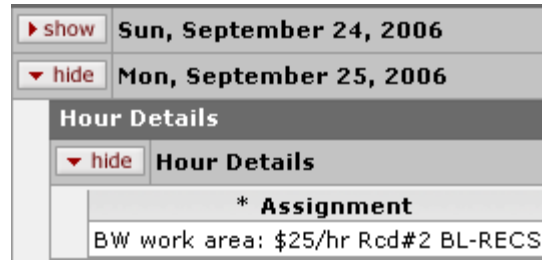
## Hours Details

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.

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	

## Leave Balances

This section shows the employee's available leave balances, such as sick or vacation time. This section will only appear for the bi-weekly support staff employees who earn leave balances.

The balances that appear here are current as of the "Accrual Process" date.

Leave Balances		
▼ hide 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
<b>RGN: Regular Pay Nonexempt Staff</b>																	
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
<b>Total Hours:</b>	<b>9.00</b>	<b>4.00</b>	<b>12.00</b>	<b>12.00</b>	<b>3.00</b>			<b>40.00</b>								<b>0.00</b>	<b>40.00</b>
<b>CPE: NO PAY-Comp Hours Earned</b>																	
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, supervisors are responsible for approving timesheets. In doing so, you can add/delete work hours, and can add leave balance time, such as sick, vacation or comp hours taken, to an employee's timesheet.

Timesheets are automatically routed to the Time Approver at the end of each pay period. The Time Approver should receive an e-mail that actions are in their Inbox. **Timesheets MUST be approved by 5:00 pm on the Monday following the end of the pay period.**

## Accessing Timesheets

Login to OneStart at [www.onestart.iu.edu](http://www.onestart.iu.edu) . Click on "Notifications", "Full Action List", and then the "Document ID#" for the Timesheet.

## Approving Timesheets

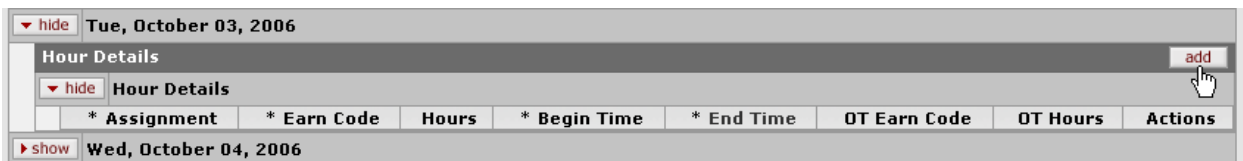
1. Click the “Edit” link in the upper-left-hand corner of the timesheet. This will open a version of the timesheet for you to correct, if necessary, and then approve.



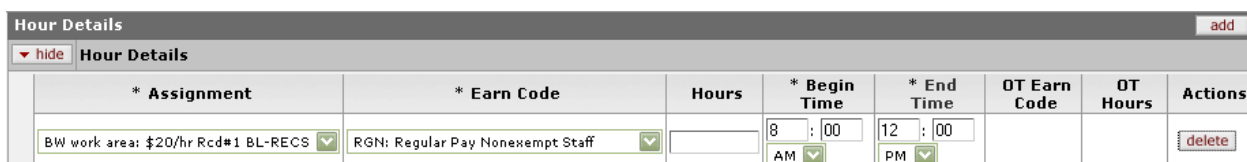
2. If the Hours Summary in the middle section of this screen looks okay, click on the “Approve” button at the bottom of the screen.
3. If the Hours Summary does not look right, follow the below instructions on how to correct the Timesheet.

## Adding Hours to the Timesheet

1. Click the “Edit” link in the upper-left-hand corner of the timesheet. This will open a version of the timesheet you can modify.
2. In the Hours Details section, open the day you wish to add hours to and click the Add button to the far right.



3. Select an Assignment and Earn Code.  
NOTE: If recording regular work hours on the timesheet, choose the first code in the drop-down list (these codes begin with “RG” and are described as Regular Pay codes).
4. After selecting the correct earn code, the fields to the right may change as some earn codes only collect hours (such as the earn codes that record time off for biweekly employees) while most require a beginning and ending time.
5. Enter the hours or beginning and ending time as appropriate.



6. To add an additional row for recording hours worked, repeat steps 3-5. When you are finished adding the hours, click the “Save” button at the bottom of the timesheet.

### To modify the details of an existing time block:

1. Click the “Edit” link in the upper-left-hand corner of the timesheet. This will open a version of the timesheet you can modify.
2. In the Hours Details section, open the day you wish to modify and enter any needed changes to the hour(s).
3. Click the “Save” button at the bottom of the timesheet.

### To delete an existing time block:

1. Click the “Edit” link in the upper-left-hand corner of the timesheet. This will open a version of the timesheet you can modify.
2. In the Hours Details section, open the day that contains the hours you wish to delete and click the “Delete” button on the far-right-hand side of the row.
3. Click the “Save” button at the bottom of the timesheet.

### Closing without Saving

If you select the “Edit” link and make no changes, close the timesheet by clicking the “Close” button at the bottom of the page. This ensures that TIME knows you are done editing the timesheet and makes it available for other users (such as your supervisor or payroll processor) to edit.

## Earn Codes

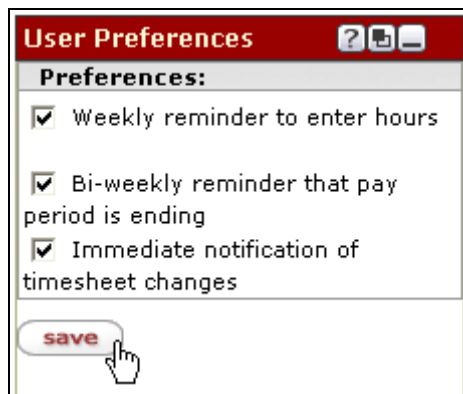
Earn codes define the type of hours you record in the TIME system. The codes in bold below are the only ones available to both hourly and biweekly support and service staff employees. All other codes listed here are only available to biweekly support and service staff.

<b>Earn Code</b>	<b>Title</b>	<b>Description</b>	<b>Enter Hours or Begin/End Time</b>
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.