Quick Reference Guide for TIME Approvers at IU Bloomington

Login

To access TIME via direct links, navigate to: https://www.fms.indiana.edu/time/links.asp , choose **TIME access through OneStart (All Users)** and login.

Or, in OneStart (http://onestart.iu.edu) login, choose the **University Systems** tab, and select TIME.

Employees can access through either of these methods and can get direct access to their timesheet from the TIME Support site links page: https://www.fms.indiana.edu/time/links.asp

Employees who use Kiosks will still access TIME in the same way, but the "Alternate Login" for Kiosk users now requires a username and password.

Approvals

At the end of the pay period, all employee timesheets will automatically route to your Action List.

To approve your timesheets, choose the **Action List** link in OneStart.

Use the "**show**" button next to each row to see a summary of the hours worked for that employee.

To approve a timesheet directly from the Action List, select the action of "**Approv**e" for that timesheet and click the "**Take Actions**" button at the bottom of the Action List.

Timesheets that have problems that must be corrected before approval will not have the option to approve directly from the Action List. Examples of problems that would prevent approval directly from the action list include: timesheets with overlapping time blocks, hours on invalid assignments, or biweekly employees who haven't accounted for their regular weekly hours.

To edit and approve a timesheet, open it by clicking the **Document Id**.

Click the "**Edit**" button and make the needed correction. You can add a note to the timesheet indicating why the change is being made.

Click the "**Approve"** button and then "**Close**."

Finding and Modifying Timesheets

Before they arrive in your Action List, timesheets can be found through the **Document Search** option.

Select "**Detailed Search**."

Document Type: Click the magnifying glass button and search on the name "timesheet." Select the "**return value**" link next to the timesheet document type that appears. This limits your results to only timesheet documents.

Several options exist to find timesheets:

<u>Initiator Id</u>: Enter the employee's username in this field if you're looking for a specific employee.

<u>Work Area</u>: Enter the Work Area ID number if you're looking for employee timesheets within a certain work area.

<u>Title</u>: You can enter the pay period end date in the Title field, such as 11/04/06 (mm/dd/yy format). Alternately, you could use this field to search by the ten-digit employee ID or even by work area ID number. All these fields are included as part of the timesheet "Title."

Where can I get information to help me search?

The TIME IUIE reports offer a lot of information about your employees, including work area ID numbers, usernames and employee ID numbers. The Employee Data report allows you to pull this information and much of the information is included on the Exception Reports that can alert you to problems with employee timesheets.

Editing Timesheets for Bi-Weekly Employees

To edit an employee timesheet, open it from Document Search by clicking the Document Id number.

Click the “Edit” button.

Use the “**show**” or “**expand all**” button to view time block details on individual days.

Edit existing time block rows on the timesheet or add new rows by clicking the “Add” button and filling in the details of the new time block.

You can make as many edits as you wish and be sure to click “**Save**” and then “**Close**” when you are done.

A time block consists of:

<u>Assignment</u>: The title of the assignment, a combination of the work area/task the employee works in for this job. This also contains information about the pay rate and Department.

<u>Earn Code</u>: A code that identifies the type of hours being recorded. You can get more information about various earn codes online at the TIME Support site: https://www.fms.indiana.edu/time/ (tip: the regular work hours earn code for an employee’s assignment is always the first in the list).

<u>Hours</u>: Normally this field is view only and shows the number of hours associated with this time block. For some earn codes (like sick or vacation time for biweekly employees) these are view-only.

<u>Begin and End Time</u>: Most earn codes require a begin and an end time to indicate when the work took place.

<u>Overtime Earn Code</u>: If a time block is all or partly eligible for overtime this field shows the way that overtime will be compensated. For hourly employees this will always be OVT—overtime pay. Biweekly employees may have CPE—comp time instead.

<u>Overtime Hours</u>: The number of hours associated with weekly overtime for this time block.

Clocking In and Out for Hourly Employees

Employees who clock in and out can directly access their timesheet to take their clock actions.

You can clock an employee in and out at any time in the past as long as the clock action takes place after the employee’s last recorded clock action.

Open the employee’s timesheet, complete the “Clock” section with the Clock Assignment and Clock Time information and click the appropriate clock action button (such as “**clock in**” or “**clock out**.”)

Rounding

Clock actions will be rounded to the nearest tenth of an hour (12:00, 12:06, 12:12, 12:18, 12:24, 12:30, etc.).

Copy Function

You can copy a row of time to other days in the same pay period.

After entering a shift, click “Copy” next to the line you’d like to copy and select the days you wish to copy it to.

Click “Copy” to return the new hours to your timesheet.

Remember to save your changes before leaving your timesheet.

Reporting

IUIE reports have been updated. If you had previously saved versions of reports you will need to create new versions and re-save them.

Exception report e-mails will no longer be generated by the TIME system. These reports can be customized and scheduled to run on a daily basis in the IUIE reporting environment.

See the *IUIE Reports for TIME Users* document, available on the TIME support site, for more information about creating and scheduling reports.

Schedules

Schedules have been temporarily removed from the TIME system. They will be re-worked and brought back for a future release.

The TIME process from start to finish:

1. **Create TIME Assignment** using the **Hire Edoc** (new employee) or **Maintain TIME E-doc** (current employee).

2. After the Edoc is initiated, an **employee can access his timesheet** within 20 to 30 minutes. (As long as the employee has an IT account – username)

3. **Employee** either **clocks in/out** (hourly) or **adds (edits) shifts** to their timesheet (Bi-weekly).

4. **On Saturday at Midnight at the end of the pay period**, the **timesheets are routed** automatically to the TIME Approvers.

5. Once the **TIME Approvers** have approved the TIMEsheet, it routes to the Payroll Processor. (See **Approvals** on previous page for instructions)

6. Once the **Payroll Processor** approves the TIMEsheet, it goes to FINAL status and waits for the Extract

7. The **Extract** happens at approximately 3:00pm on Wednesday after the end of the pay period.

8. **Hours are available** for any last minute adjustments (that were discovered after timesheets went to FINAL status) **on the Payroll Voucher** that next day (Thursday).

9. The **Payroll Voucher cutoff** is at 12:00 noon, Thursday afternoon.

10. The **employee gets paid** on Friday of the next week.

Additional Information

More information and full documentation about the new version of TIME can be found on the TIME Support website at: https://www.fms.indiana.edu/time/

Documentation Includes:

TIME User Manual: A complete reference to the new version of TIME with detailed steps for all actions possible by Supervisors, Employees and Payroll Processors.

Employee Quickstart Guide: A quick reference designed for Employees using TIME.

IUIE Reports for TIME Users: A reference for the various TIME reports available in the IUIE, including information about saving and scheduling your own reports.