

# INDIANA UNIVERSITY



## **Time Information Management Environment**



## **User Manual**

**Version 3.3**

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# Introduction to TIME

## What is TIME?

The Time Information Management Environment (TIME) system is a web-based timekeeping system that allows hourly, support and service staff employees to record their time electronically online. The system also allows Time Approvers and departmental payroll processing staff to view and approve employee's timesheets online.

## Why is it used?

TIME can replace time clocks or paper timesheets currently in use by many departments with a secure online timesheet. The online timesheet makes information available to the employee, Time Approver, and payroll processor, removing the need to retain paper timesheets for reference or auditing purposes.

TIME streamlines the data entry process for payroll processors by feeding approved hours directly into the HRMS Payroll Voucher, eliminating the need to enter these hours manually for each employee.

TIME data can also be used to generate useful reports that can help with tasks like budgeting labor for your department.

## Who uses it?

Currently the TIME system can only be used to record the time of hourly and appointed support and service staff (often referred to simply as "biweekly") employees. Staff Monthly employees are currently not supported.

**Employees** use the system to record the hours they work. Biweekly employees can also use TIME to record leave balance time, such as days off when sick or on vacation.

**Time Approvers** use TIME to review, modify, and approve the hours their employees have recorded.

**Reviewers** are TIME users who have the same options as Time Approvers but they lack the ability to approve timesheets.

Departmental **Payroll Processors** can also review, modify, and approve hours recorded.

**Payroll Managers** are usually Payroll Processors who also have access to administrative functions in TIME allowing them to add Time Approvers, payroll processors and employees to the TIME system as well as change the way their department is structured in the TIME environment.

**View Only User** role is granted access to view, but not modify, timesheets for a given Department ID.

## When is it used?

The TIME system can be used 24 hours a day. Every effort is made to keep the system available at all times, but it is recommended that departments retain time clocks or paper timesheets in the event that the TIME system is unavailable due to an outage or scheduled maintenance.

At the end of every two-week pay period Time Approvers and Payroll Processors will need to approve all timesheets. Approved timesheets feed hours information into the HRMS Payroll Voucher.

## How does it work?

Every Department that uses TIME creates a number of **Work Areas**. A Work Area is a sub-organization of a department, often created one per Time Approver, to cover all the employees for whom that Time Approver is responsible.

All employees in that department can be given Work Area **Assignments**. These assignments are based on **Jobs** that employee has in HRMS, which determines what TIME Work Area they will appear in and which Time Approver will view and approve their hours.

<b>Department: Bookstore</b>	
<b>General Merchandise Work Area</b> <b>Supervisor:</b> John <b>Employees (&amp; Assignments)</b> Daniel Smith (Cashier) Ramona Sinclair (Cashier)	<b>Warehouse Work Area</b> <b>Supervisor:</b> Rita <b>Employees (&amp; Assignments)</b> Ray Johnston (Warehouse Clerk) Daniel Smith (Warehouse Clerk)

The above example shows one Department with two different Work Areas for TIME. Notice that the Work Areas have different Time Approvers. In addition, one employee (Daniel Smith) works in both Work Areas. Employees can have many different assignments in TIME and can even have multiple assignments associated with the same job. TIME also allows for even finer breakdowns of Work Areas called Tasks. Tasks can be used to split employees within a Work Area into smaller groups for reporting purposes.

Employees either clock in and out or manually record hours on the electronic timesheet for their various assignments. At the end of each pay period, the Time Approver must approve all hours worked in their Work Area. Once the Time Approver has approved the hours, the Payroll Processor approves hours for all the Work Areas for which they are responsible within that Department. After all approvals are secured, the hours for that employee are transferred to the HRMS payroll system as part of a regularly scheduled extraction process. These hours automatically populate the payroll voucher, which is then used to generate the pay for that employee.

TIME can be accessed through a computer that is used for other business or a Department can choose to establish Kiosks. Kiosks are just PCs that have been dedicated to the use of the TIME

system. They are specially configured to only allow use of the TIME application (users can't surf to other websites, for example). Kiosks are also configured to work with a card reader that allows employees to swipe an employee ID card instead of logging in with a username and password.

## Recommended System Specifications

Note: these configurations are current as of the publication of this User Manual. For updated specifications, please check the TIME website:

[https://www.fms.indiana.edu/time/syst\\_specs.asp](https://www.fms.indiana.edu/time/syst_specs.asp).

### **Desktop Device**

Workstations must run Windows 2000 or Windows XP with Internet Explorer version 5.5 Service Pack 2 or greater.

TIME may function with other operating systems and browsers, but customer support is not provided for these other configurations.

### **Kiosk**

All Kiosks must run Windows 2000 or Windows XP with Internet Explorer version 5.5 Service Pack 2 or greater.

### Card Readers

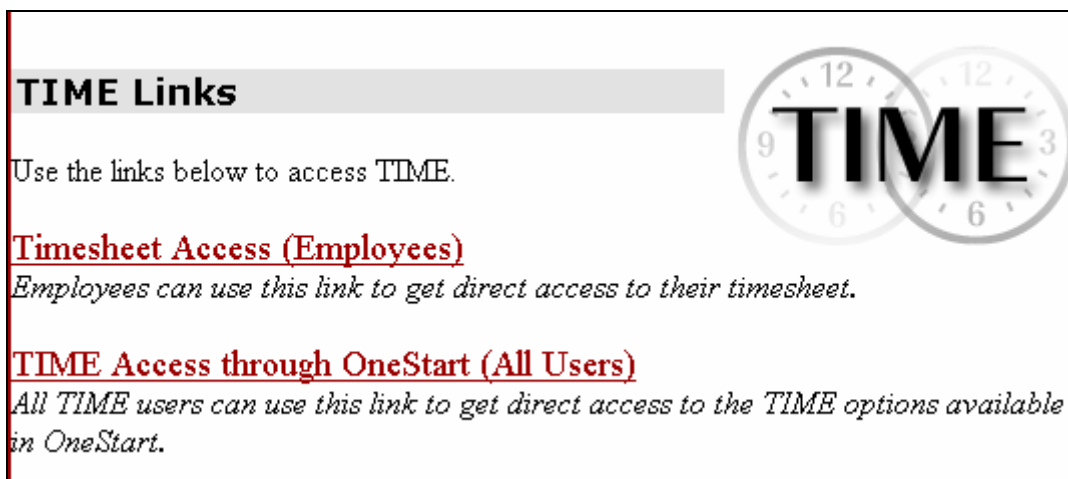
- Magtek ([http://www.magtek.com/products1/card\\_readers/rs232ppmini.htm](http://www.magtek.com/products1/card_readers/rs232ppmini.htm)) RS-232 Port Powered Small Footprint Swipe Reader, Part # 21040074.

Information for configuring kiosk card readers can be found online here:  
[https://www.fms.indiana.edu/time/card\\_reader.asp](https://www.fms.indiana.edu/time/card_reader.asp)

## Logging In

TIME users can access the system through direct links or via OneStart.

To access TIME via direct links, navigate to: <https://www.fms.indiana.edu/time/links.asp>



**TIME Links**

Use the links below to access TIME.

**Timesheet Access (Employees)**  
*Employees can use this link to get direct access to their timesheet.*

**TIME Access through OneStart (All Users)**  
*All TIME users can use this link to get direct access to the TIME options available in OneStart.*

Use the “Timesheet Access” link to go directly to your current timesheet.

Use the “Time Access through Onestart” link to access your timesheet and other TIME options through the OneStart portal.

You can also access TIME by navigating to OneStart directly: <http://onestart.iu.edu>

Click the “login” button and authenticate using your network username and password.

A rectangular button with rounded corners, a grey gradient, and the word "login" in a bold, red, sans-serif font.

[SafeWord Card login](#)  
For Faculty/Staff ONLY

[Login help](#)

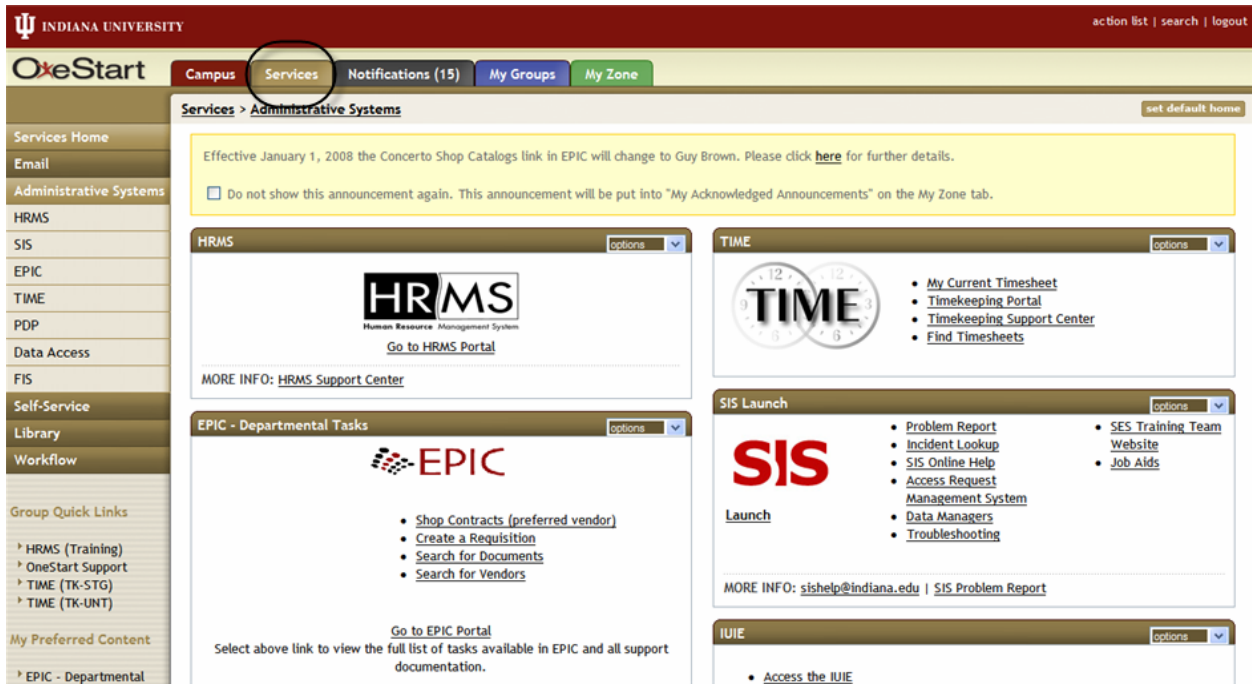
[Don't have an account?](#)

Employees without valid computing accounts will need to obtain one before they are able to use TIME to record their hours. To obtain a valid computing account, employees can use the link shown below in the Onestart login box.

[Don't have an account?](#)

**Note:** Payroll Processors and Payroll Managers are required to authenticate with a safeword card when approving timesheets. They do not require this level of authentication for other functions available to them. Other users (employees, Time Approvers, and reviewers) never need this level of authentication.

Once logged in to Onestart select the Services tab from the tabs along the top of the screen:



At the left side find and click Administrative Services and then the **TIME** link.



### **Kiosk Login**

A kiosk is a personal computer that acts as an electronic time clock that only exists to interface with the TIME system. You can purchase a card reader that employees' can use to swipe their university ID cards instead of logging in. Kiosks are also equipped with a back up login system that employees can use if their ID card is lost or not working.



Users at a Kiosk can swipe their employee ID card to authenticate.

Users without an ID card can choose the “Alternate Login” link and authenticate with a username and password.

Once finished using TIME, kiosk users can close the browser window to reset the kiosk to the login page.

### ***Login Problems***

If you have login problems:

1. Check with your Department’s Payroll Processor to make sure that your TIME assignment was established.
2. If the assignment was established and you still cannot login, check your password. On the Bloomington campus contact the UITs Support Center, (812) 855-6789, to assist with password problems. On the IUPUI campus, contact the IUPUI Support Center (317) 274-4357.
3. If you still cannot login, on the Bloomington campus please have your Payroll Processor contact FMS Customer Service, (812) 855-0375, Poplars 527, Bloomington, [fmshelp@indiana.edu](mailto:fmshelp@indiana.edu), or for the IUPUI campus contact the Payroll office at [payroll@iupui.edu](mailto:payroll@iupui.edu) or (317) 274-3919.

### **User Options**

The channels displayed on the TIME page in Onestart are based on the roles associated with the user.

Employee options include:

Timesheet: The current timesheet for this pay period. This is also where employees can clock in or out.

Other Timesheets: Employees can view timesheets from previous or future pay periods.

Notify Time Approver: A method to allow employees to send an e-mail message directly to one or more of the Time Approvers responsible for any of their TIME assignments.

User Preferences: Employees can choose what kind of e-mail notifications they would like to receive from TIME.

Time Approver Options Include:

Document Search: Used to find and edit employee's timesheets as well as clock employees in and out.

Action List: Used to approve timesheets at the end of a pay period.

Rules: Time Approvers can view rules the TIME system uses if they wish, but they cannot edit those rules.

Work Area Status Inquiry: A quick way to check all clock in and clock out activity for a 24-hour period for a Work Area.

Payroll Processor Options Include:

Document Search: Used to find and edit employee's timesheets as well as clock employees in and out.

Action List: Used to approve timesheets at the end of a pay period.

Rules: Payroll Processors can view rules the TIME system uses if they wish, but they cannot edit those rules.

Work Area Status Inquiry: A quick way to check all clock in and clock out activity for a 24-hour period for a Work Area.

Payroll Manager Options Include:

Document Search: Used to find and edit employee's timesheets as well as clock employees in and out.

Rules: Payroll Manager can view as well as edit rules the TIME system uses for their department.

Maintenance: Payroll Managers can use maintenance options to create new Work Areas and tasks and assign roles such as Time Approver or Payroll Processor to users in their department.

Work Area Status Inquiry: A quick way to check all clock in and clock out activity for a 24-hour period for a Work Area.

View Only User Options Include:

Document Search: Used to find employee's timesheets.

Rules: View only users can view the rules the TIME system uses for their department.

Maintenance: View Only Users can view maintenance options for Work Areas and tasks for their department.

Work Area Status Inquiry: A quick way to check all clock in and clock out activity for a 24-hour period for a Work Area.

Users with more than one role in TIME will see a combined list of options in Onestart.

# Timesheets

Every employee in the TIME system has one timesheet for each pay period. Each Indiana University pay period for an hourly employee is two weeks long (beginning and ending at midnight on Sunday). Each timesheet represents a document in the Workflow system—a routing and approval engine used to manage who can view and take actions on a particular timesheet.

## Timesheet Creation Process

Employees with an active TIME assignment on or after the first day of the pay period will have timesheets created automatically the Thursday before the pay period begins. Employees added to TIME after Thursday will generate a timesheet the first time THEY access their timesheet.

Reviewers, Time Approvers, Payroll Processors, Payroll Managers and View Only Users will not have access to the timesheet until the Employee accesses it for the first time. If it is not possible for the employee to access the timesheet, one will need to be created. In order to do this, an incident report will need to be processed, requesting that a timesheet be created for this employee Please include the employee ID number in the incident report.

A sample timesheet is shown below:

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

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

**Clock**

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

Thursday September 28, 2006 9:39 AM

**Hours Details**

Hours Details	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly	Period
<input type="button" value="show"/> Sun, September 24, 2006																	
<input type="button" value="show"/> Mon, September 25, 2006																	
<input type="button" value="show"/> Tue, September 26, 2006																	
<input type="button" value="show"/> Wed, September 27, 2006																	
<input type="button" value="show"/> Thu, September 28, 2006																	
<input type="button" value="show"/> Fri, September 29, 2006																	
<input type="button" value="show"/> Sat, September 30, 2006																	
<input type="button" value="show"/> Sun, October 01, 2006																	
<input type="button" value="show"/> Mon, October 02, 2006																	
<input type="button" value="show"/> Tue, October 03, 2006																	
<input type="button" value="show"/> Wed, October 04, 2006																	
<input type="button" value="show"/> Thu, October 05, 2006																	
<input type="button" value="show"/> Fri, October 06, 2006																	
<input type="button" value="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
RGH: Regular Pay Hourly	09/24/09	25/09	26/09	27/09	28/09	29/09	30/09	Total	10/01	10/02	10/03	10/04	10/05	10/06	10/07	Total	Total
<b>RGH: Regular Pay Nonexempt Staff</b>																	
BW work area: \$25/hr Rcd#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 Rcd#3 BL-RECS	8.00							8.00								0.00	8.00
<b>HBL: High Pay BL - 15%</b>																	
Biweekly Test: \$2000/hr Rcd#3 BL-RECS		8.00						8.00								0.00	8.00
<b>HIN: High Pay IUPUI - .75</b>																	

Jobs

Leave Balances

Notes

## Document Header

The boxes in the upper-right hand corner collect basic information about this timesheet document.

<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. Someone looking for the timesheet via a document search could find it by using this number.

**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 uniquely identifies the employee that this timesheet is for.

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

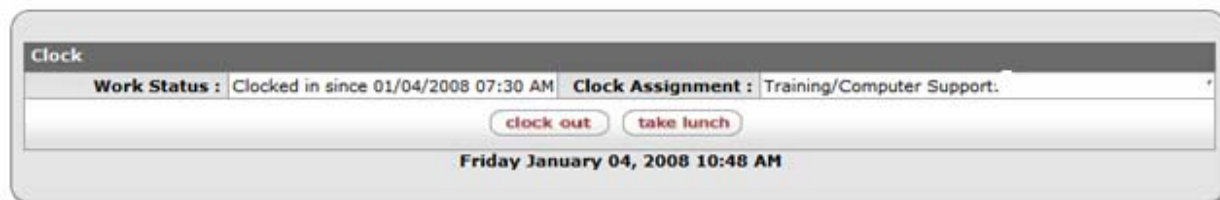
## Feedback Link

A feedback link appears below this document header information.

**Feedback:** Click this link to open a TIME incident report. Use the incident report to report problems or issues or to supply feedback about the system itself.

## Clock

Employee view of clock section



An employee who has assignments to clock in and out will see this section on the timesheet. It allows them to select an assignment and clock in, or to take other actions once clocked in such as taking a lunch break or clocking out. This section will also report a work status indicating whether the employee is currently clocked in or out and when that last action occurred.

Reviewers, Time Approvers, Payroll Processors, and Payroll Managers can also clock employees they are responsible for in or out on this section of the timesheet.

Reviewer, Time Approver, Payroll Processor, and Payroll Manager view of clock section:

**Clock**

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

**Clock Time :** 09/28/2006 09 : 57 AM

**Thursday September 28, 2006 9:57 AM**

## Hours Details

This section of the timesheet shows each day of the pay period and the associated shifts recorded on those days. Depending on the type of user viewing the timesheet and their permissions, it can also be used to add hours manually to the timesheet on these days.

**Hours Details**

Sun, September 24, 2006

Mon, September 25, 2006

**Hour Details**

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

Tue, September 26, 2006

Wed, September 27, 2006

Thu, September 28, 2006

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

Sun, September 24, 2006

Mon, September 25, 2006

**Hour Details**

Hour Details

**\* Assignment**

BW work area: \$25/hr Rcd#2 BL-RECS

*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 this employee's jobs and their associated TIME assignments. Assignments associated with a particular job appear directly under it in this tab.

Jobs								
▼ hide Employee Record 1								
University Id :	0001097117							
Effective Date :	07/01/2006							
Action :	HIR							
Department :	BL-RECS							
Salary Plan :	SS							
Standard Hours :	40							
Compensation Rate :	20							
Employee Status :	A							
Employee Type :	E							
Employee Record :	1							
Effective Sequence :	0							
Business Unit :	IUBLA							
Location :	BL							
Grade :	0F							
Paygroup :	BW1							
Fte :	1							
Job Indicator :	S							
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 not appear for all employees as only biweekly support and service staff earn leave balances that are tracked in this section.

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 (employee, Time Approver, reviewer, or payroll processor) 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" or "delete" buttons to modify or remove an existing note that you've added.

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 hours by assignment, day and by earn code.

An earn code is a type of earning that represents hours worked or some special type of earning like sick time or shift or premium pay.

Regular hours that contribute toward weekly overtime eligibility are totaled and displayed. Overtime or Compensatory hours will appear below these regular hours if they exist. Additional pay hours, such as shift rates or premiums will appear in a section below that.

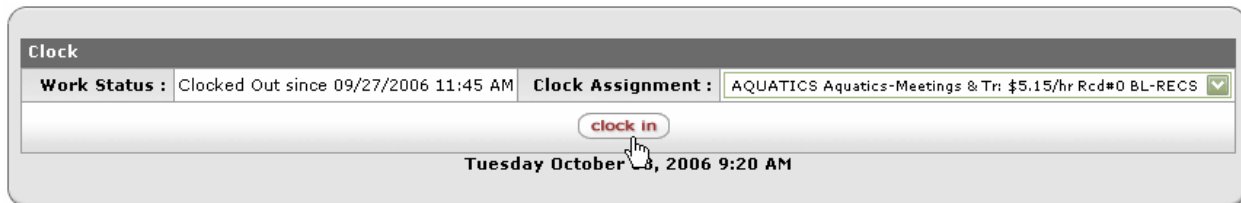
Hours Summary																	
	Sun 09/24	Mon 09/25	Tue 09/26	Wed 09/27	Thu 09/28	Fri 09/29	Sat 09/30	Weekly Total	Sun 10/01	Mon 10/02	Tue 10/03	Wed 10/04	Thu 10/05	Fri 10/06	Sat 10/07	Weekly Total	Period Total
<b>RGN: Regular Pay Nonexempt Staff</b>																	
BW work area: \$25/hr Rcd#2 BL-RECS	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

## Recording Time

Employees record their hours in the TIME system by clocking in and out or by modifying their timesheet directly. Each campus determines how employees will record their time. Support and Service staff employees can record leave balance hours, like sick or vacation, manually on the timesheet even if they must clock in and out to record their regular work hours.

## Clocking In and Out

Employees who clock in and out to record their hours use the Clock section of their timesheet as shown below.

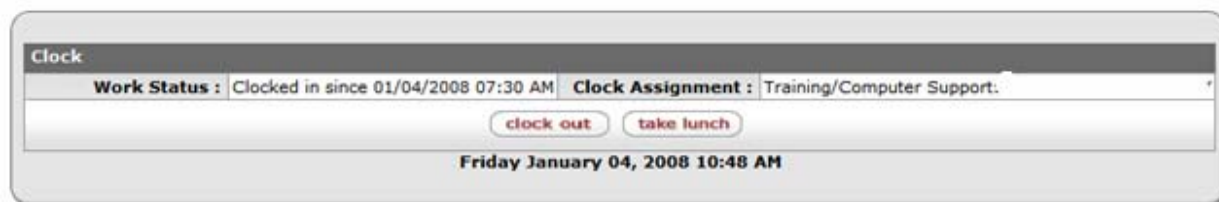


The Work Status shows the date and time of the last clock in or out action taken by the employee.

To clock in to an assignment, select the assignment you wish to work from the “Clock Assignment” dropdown list and click the Clock In button. \*\*Once an employee has clocked into an assignment there is no longer a dropdown option until the employee clocks out again.

**Please Note: All clock actions are rounded to the nearest tenth of an hour.**

The page reloads to show your work status as “clocked in.”



The buttons available in the Clock tab have also changed to reflect actions you may now take, such as clocking out or taking a lunch break.

At this point, you can exit your timesheet by clicking the Close button at the bottom of the page. If you do not see a “Close” button on the bottom of your timesheet, you can safely close the browser window.

When you are ready to clock out, log back into TIME and follow the same process. This time you won’t have to select an assignment because TIME already knows what assignment you’re recording hours for. Just click the button in the Clock section that corresponds to the action you want to take, such as “Clock Out.”

## Clocking Someone Else In and Out

Time Approvers, Reviewers, Payroll Processors and Payroll Managers can clock Employees in or out using the Clock section of that employee’s timesheet. Time Approvers and Reviewers can use this function for any employees in the Work Areas that they supervise while Payroll Processors can use this function for any employees in their Organization.

- Use Document Search to find and open the employee’s timesheet (see Finding Timesheets using Document Search on pg. 18).
- Choose the Clock Assignment if clocking an employee in. If clocking an employee out the assignment should be display only.

- Enter the date and time you wish to clock them in or out in the Clock Time field. This date and time must be in the past and after the last clock action that was taken for this employee.

The screenshot shows a 'Clock' window with the following fields:

- Work Status :** Clocked Out since 10/02/2006 04:48 PM
- Clock Assignment :** CIA TEST: \$20/hr Rcd#1 BL-CIA
- Clock Time :** 10/03/2006 08 : 00 AM

Below the fields is a 'clock in' button and a timestamp: Tuesday October 03, 2006 9:28 AM.

- Click the appropriate button for the action you wish to take. If Employees have to clock out for breaks or lunches these options will appear for an employee who is currently clocked in.
- Close the timesheet.

## Modifying a Timesheet

Some employees will record their time by modifying their timesheet while Support and Service staff employees can record leave balance time in this way as well. Time Approvers can also modify timesheets for employees in the Work Areas they supervise and Payroll Processors can modify timesheets for all Work Areas that they approve timesheets for.

### Recording Shifts

Employees who record time directly into their timesheet use the following steps:

1. Open your timesheet from <https://www.fms.indiana.edu/time/links.asp> or through Onestart (<http://onestart.iu.edu>) by navigating to the TIME page through the Services Tab tab.
2. Click the “Edit” link in the upper-left-hand corner of the timesheet. This will open a version of the timesheet you can modify.



3. In the Hours Details section, open the day you wish to add hours to and click the Add button on the left or to the far right.

4. Select an Assignment and Earn Code. After selecting an earn code the fields to the right may change as some earn codes only collect hours (such as many earn codes that record time off for biweekly employees) while most require a begin and end time.
5. Enter the hours or begin and end time as appropriate.

6. To add more shifts repeat steps 3-5. When you are finished adding, all you wish to add, click the “Save” button at the bottom of the timesheet.

### Error Messages

Any errors that the system detects in what you have entered are displayed in red text at the top of the page. Correct any errors and click “Save” again.

**Note: If you encountered an error while saving then none of your changes are saved until you correct those errors and successfully save again. Do not leave the page without saving again or your changes will be lost!**

### The “Close” Button and Timesheet Locks

To prevent conflicts that could occur when two people attempt to edit the same timesheet at the same time, the TIME system locks a timesheet when a user has it open for editing. Other users who try to edit the same timesheet while it is locked will receive an error message indicating that the timesheet is locked by another user.

To properly release the lock on a timesheet you must either save the timesheet (at which point it leaves “edit” mode) or click the “Close” button at the bottom of the page. Failure to properly save or close the timesheet will result in the lock on the timesheet not being successfully released.

If you believe a timesheet to be erroneously locked, please submit an incident report by clicking the “Feedback” link on the timesheet.

### Modify an Existing Shift

Changes can be made to a shift that is already on the timesheet by following the steps below:

1. Open your timesheet in Onestart by navigating to the TIME page through the Services Tab tab.
2. Click the “Edit” link in the upper-left-hand corner of the timesheet. This will open a version of the timesheet you can modify.
3. In the Hours Details section, open the day you wish to modify and enter any needed changes to the shift(s).

4. Click the “Save” button at the bottom of the timesheet.

### **Delete a Shift**

If you need to remove a shift from the timesheet, you can delete it by following these steps:

1. Open your timesheet in Onestart by navigating to the TIME page through the Services Tab tab.
2. Click the “Edit” link in the upper-left-hand corner of the timesheet. This will open a version of the timesheet you can modify.
3. In the Hours Details section, open the day that contains the shift you wish to delete and click the “Delete” button on the far-right-hand side of the shift information.
4. Click the “Save” button at the bottom of the timesheet.

### **Copy a Shift**

This allows users to copy an existing timeblock (assignment, earn code, begin and end time) to another day within the same pay period. Users can copy any shift that they would normally have access to add to the timesheet directly. A copy button will appear next to each timeblock when viewing the timesheet in "edit" mode.

If you need to copy a shift from the timesheet, you can copy it by following these steps:

1. Open your timesheet in Onestart by navigating to the TIME page through the Services Tab tab.
2. Click the “Edit” link in the upper-left-hand corner of the timesheet. This will open a version of the timesheet you can modify.
3. In the Hours Details section, open the day that contains the shift you wish to copy and click the “Copy” button on the far-right-hand side of the shift information. You will get the screen below.

Hour Detail			
<b>Assignment :</b>	Reading Team Hourlies: \$9/hr Rcd#0 BL-CIA	<b>Earn Code :</b>	OC1: On Call - 1.50
<b>Hours :</b>	0	<b>Begin Time :</b>	12:00 AM
<b>End Time :</b>	06:00 AM		

Checked Pay Calendar Dates	
Checked Pay Calendar Date: Record 1	
Date	* Select
Sun, February 11, 2007	<input type="checkbox"/>
Mon, February 12, 2007	<input type="checkbox"/>
Tue, February 13, 2007	<input type="checkbox"/>
Wed, February 14, 2007	<input type="checkbox"/>
Thu, February 15, 2007	<input type="checkbox"/>
Fri, February 16, 2007	<input checked="" type="checkbox"/>
Sat, February 17, 2007	<input type="checkbox"/>
Sun, February 18, 2007	<input type="checkbox"/>
Mon, February 19, 2007	<input type="checkbox"/>
Tue, February 20, 2007	<input type="checkbox"/>
Wed, February 21, 2007	<input type="checkbox"/>
Thu, February 22, 2007	<input type="checkbox"/>
Fri, February 23, 2007	<input type="checkbox"/>
Sat, February 24, 2007	<input type="checkbox"/>

copy cancel

4. Check the box under Select next to the date that you want to Copy the shift to. (Multiple selections are allowed)
5. Click the “Copy” button at the bottom of the screen. This will take you back to your timesheet.
6. Click the “Save” button at the bottom of the timesheet when finished modifying your timesheet.

### ***Tips for Working with Timesheets***

- If you are manually adding a shift that crosses days, you will need to add two blocks, one that ends at 11:59 PM on the first day, and another one that begins at 12:00 AM on the second day.
- The list of earn codes available to employees for manual entry is limited, but it can still be a lot to choose from. For more information about earn codes see: <https://www.fms.indiana.edu/time/earncodes.asp>.

### **Finding Timesheets using Document Search**

Time Approvers can view and modify timesheets for any employees in the Work Areas that they supervise. Payroll Processors can also view and modify timesheets for any employees in the Work Areas for which they have authority to approve timesheets.

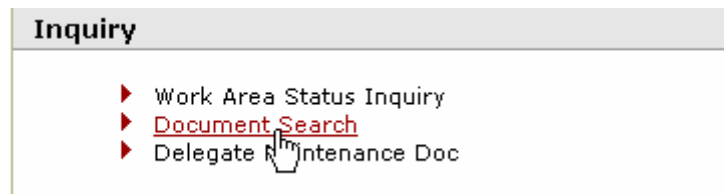
To view timesheets Time Approvers or Payroll Processors must first use Document Search to find the employee’s timesheet they wish to view or modify.

Follow these steps to find an employee's timesheet:

1. Navigate to the TIME channel in Onestart's University Services tab.



2. Select Document Search from the list of Inquiry options.



3. Enter search criteria. Below are some examples of criteria you can use:

**Search for a Document:**

Document Type:	<input type="text"/> ?
Initiator Network Id:	<input type="text"/> ?
Document Id:	<input type="text"/> ?
Date Created:	from: <input type="text"/> <input type="text"/> ? to: <input type="text"/> <input type="text"/>
Name this search (optional):	<input type="text"/> ?
<input type="button" value="search"/> <input type="button" value="clear"/>	

- a. Document Type: You can limit the search to timesheet documents only by clicking the magnifying glass button by “Document Type.” This opens a lookup page, where you can lookup a specific document type.

**Lookup a Document type**  
Enter document type information below and click search.

Parent Document Type:	<input type="text"/>
Document Type Name:	<input type="text" value="timesheet"/>
Document Type Label:	<input type="text"/>
Document Type Id:	<input type="text"/>
Active Indicator:	<input type="radio"/> Active <input type="radio"/> Inactive <input checked="" type="radio"/> Show All
<input type="button" value="search"/> <input type="button" value="clear"/>	

return with no value  
Export results to: [XML](#)

2 items found, displaying all items.1









<u>Document Type Id</u>	<u>Document Type Name</u>	<u>Document Type Parent</u>	<u>Document Type Label</u>	<u>Active</u>	<u>Action</u>	<u>Return value</u>
1002187	Timesheet	TKDocument	Timesheet Document	Active	<a href="#">report</a>	<a href="#">return value</a>

Enter “timesheet” in the “Document Type Name” field and click search. Click the “return value” link to return that document type to the Document Search screen.\*

**\*Note:** You can eliminate the process above if you choose “Find Timesheets” as shown below:

The screenshot shows the OxeStart web portal interface. At the top, there are navigation tabs for Campus, Services, Notifications (13), My Groups, and My Zone. Below this is a sidebar with various service links including HRMS, SIS, EPIC, TIME, POP, Data Access, and FIS. The main content area displays an announcement about a link change in EPIC. Below the announcement are two widgets: 'HRMS' and 'TIME'. The 'TIME' widget contains a list of links: 'My Current Timesheet', 'Timekeeping Portal', 'Timekeeping Support Center', and 'Find Timesheets'. A red arrow points to the 'Find Timesheets' link.









**Search for a Document:**

Document Type:	Timesheet Document 
Initiator Network Id:	<input type="text"/>  
Document Id:	<input type="text"/> 
Date Created:	from: <input type="text"/>  to: <input type="text"/>  
Department:	<input type="text"/>
Workarea:	<input type="text"/>
Name this search (optional):	<input type="text"/> 
<input type="button" value="search"/> <input type="button" value="clear"/>	


- b. Initiator Network Id: You can enter the employee’s username in this field.
- c. \*Department(see below): If you’ve selected the Timesheet Document as the document type you can search by Department. Enter your Department ID (Chart Code-Department Code), such as BL-LIBR or BA-RPAS.
- d. \*Workarea(see below): If you’ve selected the Timesheet Document as the document type you can search by Work Area in this field. Enter the Work Area ID number that this employee has an assignment in.

4. Click Search. Document search will return any matching documents.

**Search for a Document:**

Document Type:	Timesheet Document 
Initiator Network Id:	dadorsey  
Document Id:	<input type="text"/> 
Date Created:	from: <input type="text"/>  to: <input type="text"/>  
Department:	<input type="text"/>
Workarea:	<input type="text"/>
Name this search (optional):	<input type="text"/> 
<input type="button" value="search"/> <input type="button" value="clear"/>	

11 items found, displaying 1 to 10.[First/Prev] 1, 2 [Next/Last]








Document Id	Type	Title	Route Status	Initiator	Date Created	Department	Workarea	Route Log
<a href="#">1020899</a>	Timesheet Document	Timesheet - Pay End Date: 9/9/06, Employee Type: S, H, E	SAVED	Dorsey, Damon R	12:55 PM 09/29/2006	BL-CIA BL-CIA BL-RECS BL-RECS	2761 4278 2761 4278	

5. Click on the Document Number for the timesheet you wish to open.

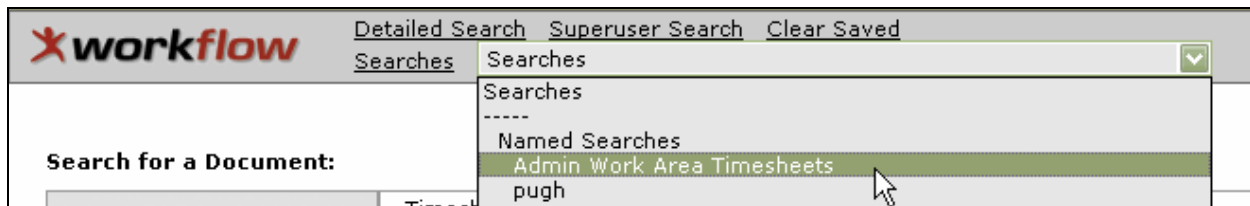
**\*Note:** Selecting Document Type of “Timesheet Document” when doing a search will enable the Department and Workarea fields in the Document Search screen.

## Document Search Tips

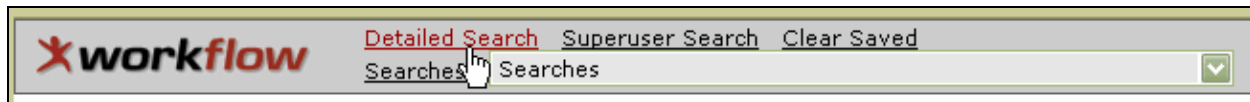
- You can name any search as you enter your search criteria. That saves the search so you can perform it again in the future. To do so, simply enter your search criteria as above and enter a descriptive name for this search in the “Name this Search” box.

Search for a Document:	
Document Type:	Timesheet Document 
Initiator Network Id:	<input type="text"/>  
Document Id:	<input type="text"/> 
Date Created:	from: <input type="text"/>  to: <input type="text"/>  
Department:	<input type="text"/>
Workarea:	4272
Name this search (optional):	Admin Work Area Timesheets
<input type="button" value="search"/> <input type="button" value="clear"/>	

Searches saved in this way appear in a drop-down box at the top of your Document Search screen. To perform that search in the future, just select its name from the drop-down box.



- The pay period end date appears in the “Title” field of the timesheet. You can search by the “Title” field by clicking the “Detailed Search” link at the top of Document Search.



This opens a screen with additional search criteria, including Document Title.

**Search for a Document:**

Initiator Network Id:	<input type="text"/>			Viewer NetworkId Id:	<input type="text"/>			
Approver Network Id:	<input type="text"/>			Workgroup Viewer:	<input type="text"/>			
Document Id:	<input type="text"/>			Document Route Status:	All			
Application Document Id:	<input type="text"/>			Document Route Node:	<input type="text"/>		Exactly	
Date Last Modified:	from: <input type="text"/>			Date Created:	from: <input type="text"/>			
	to: <input type="text"/>				to: <input type="text"/>			
Date Finalized:	from: <input type="text"/>			Date Approved:	from: <input type="text"/>			
	to: <input type="text"/>				to: <input type="text"/>			
Document Type:	Timesheet Document			Document Title:	10/7/06			
Department:	BL-RECS							
Workarea:	3764							
Name this search (optional):	<input type="text"/>							
<input type="button" value="search"/> <input type="button" value="clear"/>								

Enter the pay period end date in the format mm/dd/yy and click “search.”

Other searchable values in the Document Title include:

Employee Type: H for hourly, E for Biweekly (exception hourly), and B for Both.

Universtiy ID: The 10-digit number that uniquely identifies this employee.

Work Area: The 4-digit work area ID numbers in which this employee has assignments.

## Approving Timesheets

Time Approvers and Payroll Processors must approve timesheets at the end of each pay period. The information on a fully approved timesheet will be collected and sent to the HRMS Payroll system.

### ***Employee Approvals***

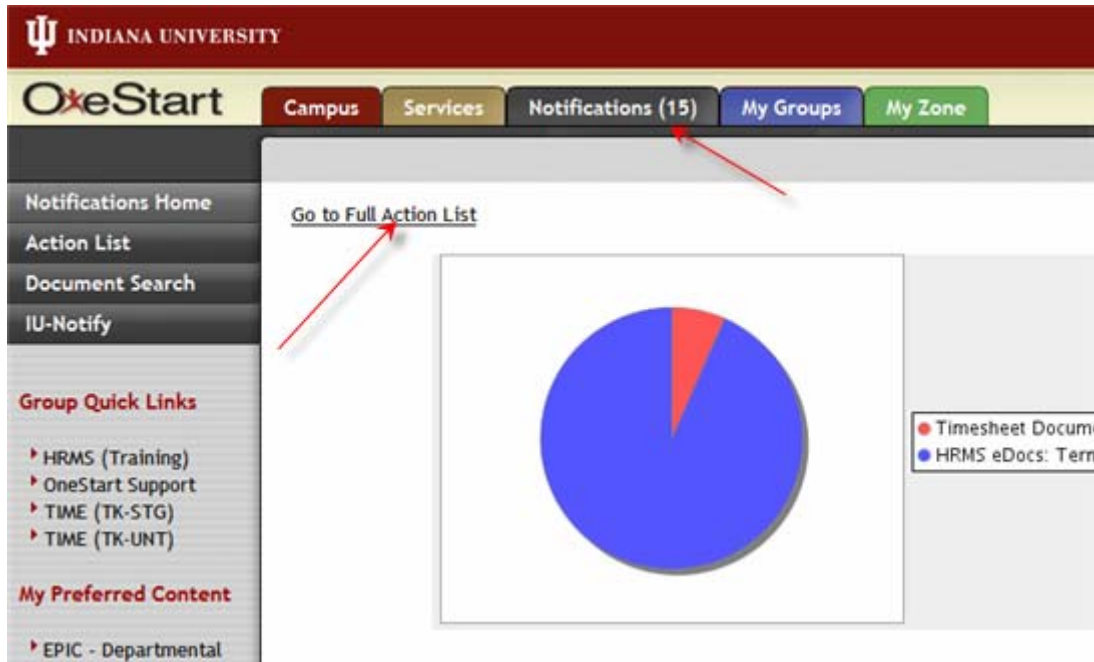
Employees do not need to approve their timesheets. Timesheets are automatically sent to Time Approvers at the end of the pay period. At this point, the employee may no longer make any changes to their timesheet.

### ***Time Approver Approvals***

Timesheets will be routed to Time Approvers at the end of the pay period (midnight on the second Saturday of that two-week period). Time Approvers will need to approve the timesheets for the employees in the Work Areas that they supervise. When Time Approvers approve timesheets, they verify that the hours worked are correct and recorded for the correct assignment.

To approve an individual timesheet, follows these steps:

1. Open the action list by clicking the “Go to Full Action List” link in the upper-left hand corner of the Onestart portal page.



2. To approve a single timesheet, click the document number of the timesheet to open the document.

Document Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Workgroup Request	Actions	Route Log
1022004	Timesheet Document	10/7/06 Type: H UnivId: 0001383306 WorkArea: 3584	ENROUTE	APPROVE	Piercy, Robert J		02:21 PM 10/02/2006		NONE	

3. Click “Edit.”
4. Make any changes necessary and click the “Approve” button at the bottom of the timesheet. (Approve button will only be available if you click the “Edit” button)



To approve more than one timesheet at a time:

1. Open the action list by clicking the “Action List” link in the upper-left hand corner of the Onestart portal page.
2. Click the “Show” link next to each timesheet to view the Hours Summary information for that employee’s timesheet

**Action List** NONE

One item found.1

Document Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Workgroup Request	Actions	Route Log
1022004 <input type="button" value="hide"/>	Timesheet Document	10/7/06 Type: H UnivId: 0001383306 WorkArea: 3584	ENROUTE	APPROVE	Piercy, Robert J		02:21 PM 10/02/2006		NONE <input type="button" value=""/>	

**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>Total Hours:</b>								0.00								0.00	0.00

3. To mark a timesheet in your action list for approval select “Approve” in the Actions drop-down on the right-hand side of the row.

Document Id	Type	Title	Route Status	Action Requested	Initiator	Delegator	Date Created	Workgroup Request	Actions	Route Log
1022004 <input type="button" value="hide"/>	Timesheet Document	10/7/06 Type: H UnivId: 0001383306 WorkArea: 3584	ENROUTE	APPROVE	Piercy, Robert J		02:21 PM 10/02/2006		APPROVE <input type="button" value=""/> NONE APPROVE	

4. To mark all timesheets on this page for approval, select “Approve” in the default actions box in the upper-right hand corner and click “Apply Default.”



5. To take the approval actions you've selected, click the "Take Actions" button at the bottom of the Action List.



When finished approving timesheets you can exit the action list.

### **Timesheets Not Ready for Approval**

Some timesheets may have problems that prevent them from being approved. In this case, the Time Approver should make needed corrections to the timesheet before approving it. Timesheets with problems will not appear with an approval dropdown list in the Actions column (the column will be blank). These timesheets must be individually opened and corrected before approval can occur.

Time Approvers will be unable to approve timesheets with the following problems:

Overlapping timeblocks: The system has measures in place to help prevent an instance of two or more timeblocks overlapping. But, if it does occur the timesheet will need to be corrected to remove these overlaps before the Time Approver can approve it.

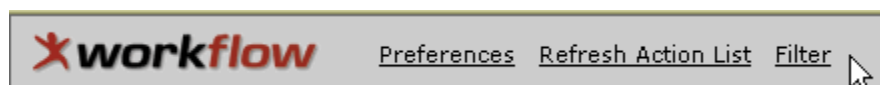
Hours charged to an invalid assignment. This means hours were charged to an assignment that was later deleted or end-dated on a prior date. These hours will be removed when a timesheet is opened and a note added to the timesheet indicating the details of the time removed. To correct this problem simply open the timesheet, view the note and make any needed corrections to the employee's hours.

Expected Hours not met: Biweekly Support and Service staff employees have a number of expected hours that must be accounted for each week. For example, a full-time Biweekly employee must account for 40 hours, while a half-time Biweekly employee needs to account for 20. If a Time Approver does not know or is unable to find the appropriate earn code, then charge the missing hours to Unallocated (TUH) and add a note to the timesheet.

### **Action List Filters**

Filtering is a way to sort through the items in your action list and only display the items you wish to see.

To filter the contents of your action list click the "Filter" link at the top of the action list.

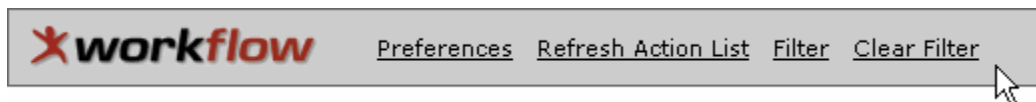


An interface similar to that of the Document Search appears. Here you can filter by various criteria, including the contents of the Document Title.

Action List Filter	
Document Title <span>?</span>	<input type="text"/> Exclude? <input type="checkbox"/>
Document Route Status <span>?</span>	All <input type="button" value="v"/> Exclude? <input type="checkbox"/>
Action Requested <span>?</span>	All <input type="button" value="v"/> Exclude? <input type="checkbox"/>
Action Request Workgroup <span>?</span>	No Filtering <input type="button" value="v"/> Exclude? <input type="checkbox"/>
Document Type <span>?</span>	<input type="button" value="m"/> Exclude? <input type="checkbox"/>
Date Created <span>?</span>	from: <input type="text"/> <input type="button" value="c"/> to: <input type="text"/> <input type="button" value="c"/> Exclude? <input type="checkbox"/>
Date Last Assigned <span>?</span>	from: <input type="text"/> <input type="button" value="c"/> to: <input type="text"/> <input type="button" value="c"/> Exclude? <input type="checkbox"/>
<input type="button" value="filter"/> <input type="button" value="clear"/> <input type="button" value="reset"/>	

Enter the criteria you wish to filter by and click the “Filter” button. Only items matching the filter criteria you have chosen will be displayed.

To clear the filter and see all items in your Action List again, click “Clear Filter.”



### **Payroll Processor Approvals**

Payroll Processors approve timesheets for all the employees in their Department. The Payroll Processor’s approval verifies that it is okay to pay employees for the hours worked. Timesheets will be available for Payroll Processor approval as soon as they have received Time Approver approval. If an employee has multiple assignments in multiple Work Areas, or multiple Departments, the Payroll Processor will not receive the timesheet for approval until all the Time Approvers have approved it.

Payroll Processor approvals function just as Time Approver approvals described above. Payroll Processor approvals are the final approvals required in TIME. Payroll processors have until 3:00 PM Wednesday, following the end of a pay period, to approve timesheets. After 3:00 PM on Wednesday, the interface with HRMS begins, and on Thursday, the hours will be available for approval on the payroll vouchers.

**\*Note: The approval button in the actions column will not appear if you have not signed in with your safeword card.**

### **Timesheets Not Ready for Approval**

Some timesheets may have problems that prevent them from being approved. The criteria that makes a timesheet ready for Payroll Processor approval differs slightly from that required for Time Approver approval. This reflects the fact that the Payroll Processor is the final approver of a timesheet and all errors must be corrected at this final level before the timesheet can be sent to the Payroll system.

Payroll Processors will be unable to approve timesheets with the following problems:

Overlapping timeblocks: These problems should be corrected at the Time Approver level but if for some reason an overlap reaches the Payroll Processor level the timesheet must be corrected before it can be approved.

Hours charged to an invalid assignment. This means hours were charged to an assignment that was later deleted or end-dated on a prior date. A warning message will be displayed when viewing a timesheet with invalid time blocks. To correct this problem simply open the timesheet, and make any needed corrections to the employee's hours. Again, this problem is normally corrected at the Time Approver level before the timesheet reaches the Payroll Processor.

Expected Hours not met: Biweekly Support and Service staff employees have a number of expected hours that must be accounted for each week. For example, a full-time Biweekly employee must account for 40 hours, while a half-time Biweekly employee needs to account for 20.

Hours charged to the Unallocated earn code (TUH): No hours can be charged to the TUH earn code. TUH is a placeholder earn code designed for use by Employees and Time Approvers who may not know the correct earn code to use in a given situation. These earn codes must be changed to real earn codes before the Payroll Processor can approve the timesheet.

Hours charged to Absent earn code (ABS) exceed Expected Hours: Hours recorded for the Absence earn code must not exceed the employee's expected hours. If ABS exceeds expected hours, the Payroll Processor cannot approve the timesheet until this is corrected.

**\*Note: The approval button in the actions column will not appear if you have not signed in with your safeword card.**

### ***Running a Payroll Report***

Using Document Search a Payroll Processor can create a Payroll Report that shows what timesheets in their area are still pending Time Approver approvals.

1. Navigate to Document Search.
2. Select "Detailed Search."
3. Click the magnifying glass button by "Document Type." Enter "timesheet" in the "Document Type Name" field and click search. Click the "return value" link to return that document type to the Document Search screen.
4. Enter your Department Code in the "Department" field.
5. Select Enroute from the "Document Route Status" dropdown.
6. To see timesheets that are still pending Time Approver approval, select Time Approver from the "Document Route Node" drop-down.

**Search for a Document:**

Initiator Network Id:	<input type="text"/>	Viewer NetworkId Id:	<input type="text"/>
Approver Network Id:	<input type="text"/>	Workgroup Viewer:	<input type="text"/>
Document Id:	<input type="text"/>	Document Route Status:	Enroute
Application Document Id:	<input type="text"/>	Document Route Node:	Supervisor Exactly
Date Last Modified:	from: <input type="text"/> to: <input type="text"/>	Date Created:	from: <input type="text"/> to: <input type="text"/>
Date Finalized:	from: <input type="text"/> to: <input type="text"/>	Date Approved:	from: <input type="text"/> to: <input type="text"/>
Document Type:	Timesheet Document	Document Title:	<input type="text"/>
Department:	BL-RECS		
Workarea:	<input type="text"/>		
Name this search (optional):	<input type="text"/>		
<input type="button" value="search"/> <input type="button" value="clear"/>			

7. Click “Search” to display the timesheets for your department that are still enroute.

### Checking the Route Log

The Route Log for a timesheet shows who has approved it and who still needs to approve it.

To check the Route Log for a document, find it via Document Search by one of the methods described earlier in this document and click the Route Log icon to the far right.

Date Created	Department	Workarea	Route Log
09:37 AM 06/20/2006	BL-RECS	1377	

The Route Log will open and who has taken action and whose action is still pending.

The Document ID section contains identifying information about the document itself.

**Document ID: 1002306**

Document Title	Timesheet		
Document Type	Timesheet Document	Created	09:37 AM 06/20/2006
Initiator	Trisha Erin Enoch	Last Modified	10:24 PM 09/26/2006
Route Status	ENROUTE	Last Approved	
Route Node(s)	Supervisor	Finalized	

**Actions Taken**

Action	Taken By	For Delegator	Time/Date	Annotation
SAVED	Trisha Erin Enoch		09:37 AM 06/20/2006	
APPROVED	Trisha Erin Enoch		09:45 AM 06/20/2006	

The Actions Taken section shows who has taken action on the timesheet and when. Note that timesheets will appear here as initiated by the employee, though the TIME system initiates them on behalf of the employee. Timesheets are automatically approved at the employee level at the end of the pay period.

Pending Action Requests				
	Action	Requested Of	Time/Date	Annotation
<a href="#">▶ show</a>	IN ACTION LIST APPROVE	Emily Raeburn Ward (TK_SUPERVISOR)  Annie C Eakin (TK_SUPERVISOR)	09:46 AM 06/20/2006	

The Pending Action Requests section shows who still needs to take action on the document. It is possible that multiple requests exist at the same time. This situation will occur if the employee has multiple TIME assignments with different Time Approvers.

### ***Automated Approvals***

TIME will automatically approve an unapproved timesheet when the Payroll Extract process is ready to run if the timesheet is deemed “ready to approve.” Timesheets are deemed “ready to approve” if they meet all the approval conditions required for Payroll Processor approval.

**Please note** that the automated approval process is not to be used in lieu of Time Approvers and Payroll Processors reviewing and correcting timesheets. It is a fail-safe measure designed to ensure that employees are paid promptly if a problem keeps a Time Approver or Payroll Processor from completing their approvals.

Automated approvals performed each pay period are audited by Payroll and departments will be contacted to explain why the timesheet was not approved properly.

### ***TIME Hours on the Payroll Voucher***

The hours transmitted from TIME will be loaded as "protected" on the payroll voucher, so these will always remain unchanged for audit purposes. However, the hours may be adjusted up or down, if needed, by adding or subtracting hours from the appropriate earn code using the “Add Hours” button to generate a blank line.

The screenshot shows the 'Employee Earnings' window for 'Dorsey, Damon R'. It displays 'Regular Hours' as 16.00 and 'Overtime Hours' as 0.00. A table titled 'Funding Codes and Accounts' has columns for Earn, COA, Account, Object, Hours, and Amount. The first row shows Earn: RGH, COA: BL, Account: 1042603, Object: 3500, Hours: 16.00, and Amount: \$128.00. The 'Add Hours' button is circled in red, and an 'Approve' button is also visible.

To add hours to a voucher with TIME hours already loaded, click the “Add Hours” button as shown above, to add a blank row. Changes made in this way will not retroactively be recorded on the timesheet. So they should be documented in the same way that changes to employees timesheets would be; the timesheet from TIME should be printed, the change(s) noted, initialed by the employee, and kept on file for the mandatory retention period.

If every employee on a Payroll Voucher is a TIME employee with hours brought over from TIME for at least one week of the pay period, then the Payroll Voucher will already be approved in HRMS. If the Voucher contains any employees who don’t record their hours in TIME or any TIME employees who recorded no hours for the pay period, then the Payroll Processor must go into the voucher and select “Approve All”.

**Warning: No information should be entered on the voucher for TIME employees before the TIME data has been loaded to the vouchers. Any data manually entered on the vouchers will be wiped out by the TIME data load and lost.**

## Delegation

Delegation allows a Time Approver to temporarily assign approval to another user. The intent of delegation is to allow an alternate to approve timesheets when the Time Approver is unavailable to do the approval. It does NOT permanently delegate a Time Approver’s responsibilities to another user. Delegations are created by Time Approvers, Payroll Processors, or Payroll Managers by using the Workflow Delegate Maintenance Document.

Delegation is specific to a person and a Work Area. This means when a Time Approver who approves timesheets for three Work Areas goes on vacation, there should three different delegates established to cover all of that Time Approver’s responsibilities. Delegates should be chosen from among other TIME Time Approvers or Payroll Processors.

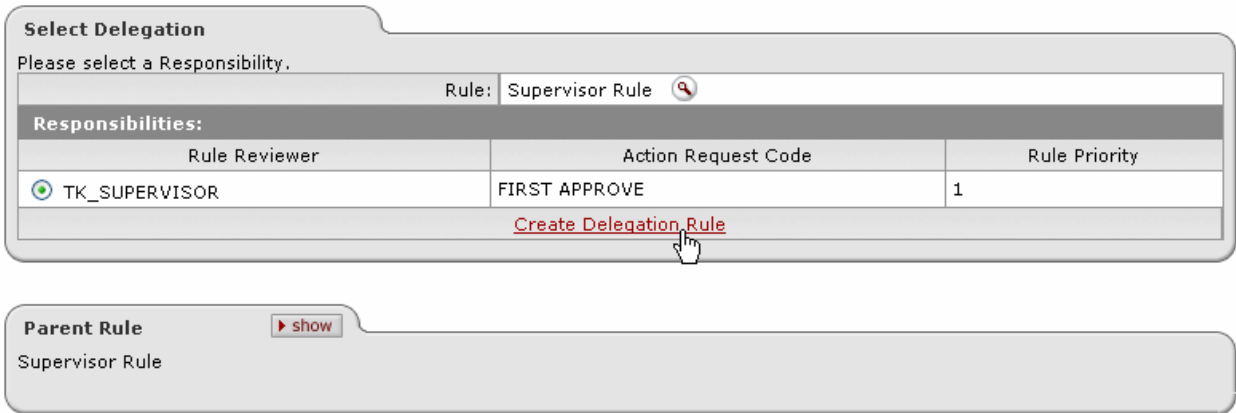
To create a delegate, follow these steps:

1. On the TIME page in Onestart open a Delegate Maintenance document by clicking “Delegate Maintenance Doc” in the Inquiry menu.
2. Find the Time Approver row and click “Add Delegation.”



3. Select “TK\_Time Approver” as the role to delegate and click the “Create Delegation Rule” link.

**Delegate Rule Creation**



4. Select Delegation type. Primary delegates receive documents directly in their action list. Secondary delegates need to apply a filter to see documents delegated to them.

Delegation Rule		<a href="#">hide</a>
<b>General Info</b> <a href="#">add responsibility</a>		
Delegation Type:	<input checked="" type="radio"/> Primary Delegation <input type="radio"/> Secondary Delegation	
Rule Template:	TimesheetDelegationTemplate	
Description:	Establishing Delegation for Supervisor DADORSEY for work area 1234.	
From Date:	10/01/2006	
To Date:	10/15/2006	
Ignore Previous:	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Active:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
TK Delegation	Delegator Network ID:	DADORSEY
	Work Area ID:	1234
<b>Responsibility</b> <a href="#">hide</a>		
Type:	<input checked="" type="radio"/> person <input type="radio"/> workgroup	
Reviewer:	KBRAND	
<b>add responsibility</b>		

5. Enter a description, such as, “Establishing Delegation for Time Approver DADORSEY for Work Area 1234.”
6. Enter a “From Date” to indicate when the delegation authority should take effect and a “To Date” to indicate when it should end.
7. Ignore Previous: Leave this set to “No.”
8. Active: Leave this set to “Yes.”
9. Delegator Network ID: Enter the username of the person whose responsibility is being delegated (i.e. the Time Approver who wants another user to be able to approve for them).
10. Enter the Work Area ID: Enter the ID number of the Work Area this Time Approver is associated with that this delegation refers to.
11. Under the “Responsibility” section, leave the Type set to “Person.”
12. In the “Reviewer” field, enter the username of the individual you are delegating the approval authority to.
13. Click the “route” button.

To add multiple delegations or multiple delegates, use the “add responsibility” link in either section (before you click the “route” button.). In the “Reviewer” field, enter the username of another individual to which you are delegating the approval authority.

▼ hide	Responsibility	<a href="#">remove</a>
Type:		<input checked="" type="radio"/> person <input type="radio"/> workgroup
Reviewer:		<input type="text" value="KBRAND"/> 🔍
▼ hide	Responsibility	<a href="#">remove</a>
Type:		<input checked="" type="radio"/> person <input type="radio"/> workgroup
Reviewer:		<input type="text"/> 🔍
<a href="#">add responsibility</a>		

## Other Options

### Notify Your Time Approver

Employees without access to e-mail or immediate access to their Time Approver can use TIME to send an e-mail message to report a problem or convey other work-related information.

To send an e-mail to your Time Approver through TIME use the Notify Time Approver channel in Onestart. If you are accessing TIME via a kiosk, you will see a Notify Time Approver link on the timesheet instead.

Select the assignment that your e-mail pertains to and click the “Open” button.

**Assignment:**

▼

[open](#)

TIME will generate a form for you to complete.

From: This will be filled-in with your IU e-mail address.

Time Approvers: All Time Approvers for the selected assignment are listed here with checkboxes next to their names. By default, all Time Approvers are checked. Uncheck any Time Approvers you don't wish to send this e-mail to.

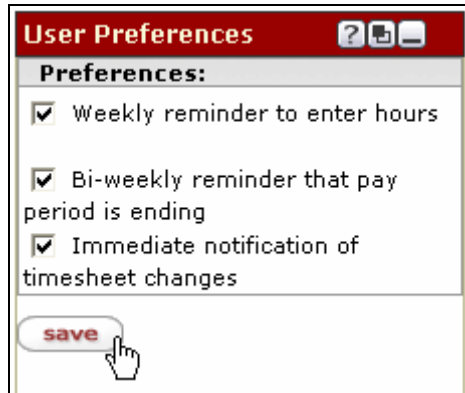
Subject: Type the subject of your message in this box.

Message: Type the body of your message in this box.

Click “Submit” when you have completed your e-mail.

## Preferences

Employees and Time Approvers can use the User Preferences channel in OneStart to choose whether or not to receive automatic e-mail reminders that are generated by TIME.



For example, employees can receive a weekly reminder on Friday to check their timesheets for accuracy and completeness, and if necessary make any corrections. Employees can also receive a message any time their timesheet is modified, such as when a Time Approver makes corrections.

Time Approvers can receive a reminder on the Monday following the end of pay period that timesheets for the previous pay period are now available for approval.

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.

## Time Block History Inquiry

Reviewers, Time Approvers, Payroll Processors, and Payroll Managers who have employees can use the TIME Block History Inquiry to tracks all additions, deletions and updates to a particular timesheet and who made those changes.

To view the Time Block History, follow these steps:

1. Click the “Time Block History Inquiry” link in the Inquiry channel
2. Enter the Document ID of the Timesheet you wish to see the history of Time Blocks entered on that particular timesheet.
3. Click “Search”



The screenshot shows a web interface for the 'Time Block History Inquiry'. At the top left is a circular logo with the word 'TIME' and a clock face. At the top right are links for 'feedback' and 'close window'. Below the header, the title 'Time Block History Inquiry' is followed by a question mark icon. The main form area contains a label 'DOC ID :', an empty text input field, and three buttons: 'search', 'clear fields', and 'close window'.

The information displayed includes:

Document ID

Employee Record Number

Work Area

Task ID

Begin Time

Earn Code

End Time

Clock Action: True=Synchronous Use Clock In/Out button, False=Asynchronous Modifies hours manually

Hours

Overtime Earn Code

Overtime Hours

Shift Earn Code

Shift Hours

Premium Earn Code

Premium Hours

User University ID: The ID of the user who added the shift or made the last previous change to this shift.

Timestamp Original: When hours entered or edited.

Modified by University ID: The ID of the user that made this change or addition.

Timestamp: When time block changed.

Action History: Add, Delete or Clock. If a block is updated, the actions will show the old version of the block being deleted and then the new version added.

# Time Approver and Payroll Processor Options

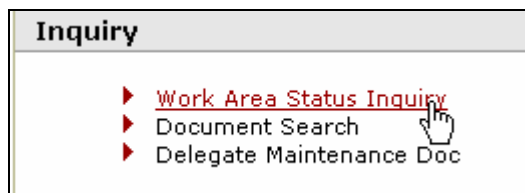
This section discusses options that are restricted to Time Approvers and Payroll Processors, which were not discussed in the previous sections of this manual.

## Work Area Status Inquiry

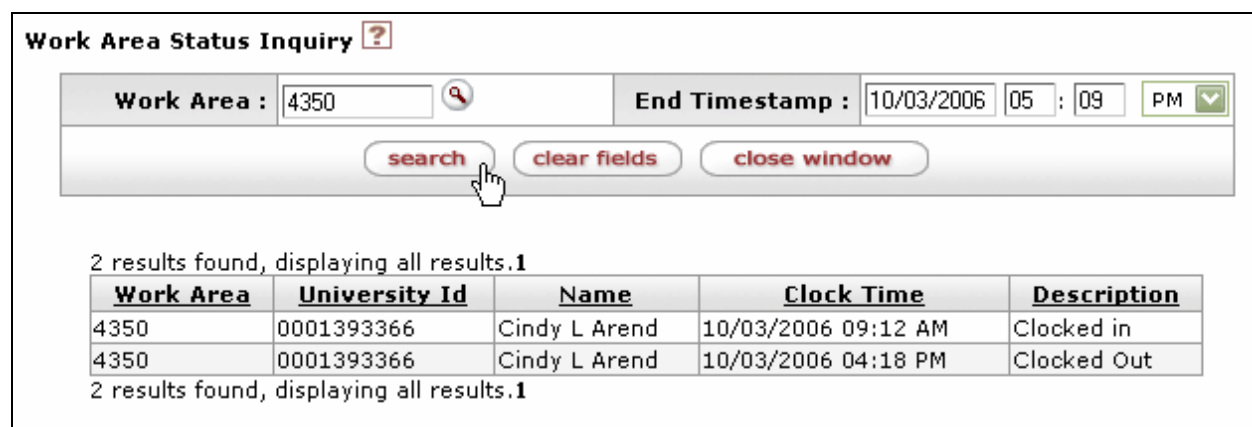
Time Approvers who have employees who clock in and out can use the Work Area Status Inquiry to see all clock activity for a particular Work Area within a 24-hour period.

To view the Work Area status, follow these steps.

1. Click the “Work Area Status Inquiry” link in the Inquiry channel.



2. Enter the Work Area ID of the Work Area you wish to see clock activity for or use the lookup to search for a Work Area ID. If you use the lookup, click Select to return the Work Area ID you selected into the Work Area field.
3. Select the End Timestamp time, which represents the end of the 24-hour period you wish to view.
4. Click “Search”



The screenshot shows the "Work Area Status Inquiry" form. It includes a "Work Area" field with the value "4350" and a search icon. The "End Timestamp" field is set to "10/03/2006 05 : 09 PM". Below the fields are three buttons: "search", "clear fields", and "close window". The "search" button is highlighted with a mouse cursor. Below the buttons, the text "2 results found, displaying all results.1" is shown. A table displays the results:

Work Area	University Id	Name	Clock Time	Description
4350	0001393366	Cindy L Arend	10/03/2006 09:12 AM	Clocked in
4350	0001393366	Cindy L Arend	10/03/2006 04:18 PM	Clocked Out

2 results found, displaying all results.1

The clock in and out activity within that Work Area for the specified 24-hour period will be displayed.

The information displayed includes the Work Area ID, (employee) University ID, employee Name, the Clock Time of the action taken, and Description of the type of clock action (such as “Clocked In” or “Clocked Out.”)

## **TIME Reports in IUIE**

Reports generated from TIME data are available in the Indiana University Information Environment (IUIE). IUIE is a web-based interface that gives users access to data from several university applications, including TIME. Users can customize the environment to meet their data reporting needs.

Prior to using IUIE, users must have an IUIE account. Time Approvers and Payroll Processors should receive an IUIE account when their TIME access is granted.

For more information about IUIE, or to request an account, visit the IUIE web page via Onestart or: <https://www.indiana.edu/~iuie/prod/IuieWelcome.html>

The report most commonly used by Time Approvers is the Exception Report, detailed below. There are many other IUIE reports available for TIME users.

**For more information about using the IUIE and the reports available there, see the TIME User Documentation page: <https://www.fms.indiana.edu/time/documentation.asp>**

### ***Exception Reports***

Exception Reports help point out oddities or exceptional events recorded by TIME. When limits set by Rules or schedules in your department have been exceeded, exceptions will be generated. Rules such as Department Lunch rules or Department Break rules establish parameters that will generate exceptions. Using Exception Reports can help Time Approvers and Payroll Processors identify problems before timesheets are approved and errors are more easily corrected.

Time Approvers and Payroll Processors can schedule exception reports to run on a daily basis. This is recommended, as it will help ensure that these users get consistent information from the system. Instructions on building and scheduling your own exception reports are listed below.

To use the exception reports, login to IUIE and navigate to the Master Catalog.

Select Human Resources Management Systems.

Select the Payroll Folder and then the Timekeeping Sub-Folder.

Within the Timekeeping sub-folder, Select Exceptions.

To generate the report, enter the appropriate selection criteria in the fields shown below. Choose the different Exception Reports you want by clicking “Valid Values” by the field for Exception Type. \*Multiple values allowed.

Choose an output format (Excel or Word), and then click the “Run” button.

Specified Field Values Will Determine the Resulting Output:

Department ID (BL-RECS)

Work Area Description

Work Area ID

Employee ID

Range Begin Date (MM/DD/YY)

Range End Date (MM/DD/YY)

Select Date from list  Previous Day  
 Previous Pay Period  
 Current Pay Period

Exception Type (Multiple allowed)

Select the Output Format

- MS Excel (XLS)
- Word-RTF

Select the Output Destination\*

- Wait for Output
  - Send Output to Completed Reports
  - Send Output to BARR Printer
- 

**Required Fields**

The only required selection criteria for this report is Chart of Accounts.

**Selection Criteria**

<b>Field Name</b>	<b>Title &amp; Description</b>	<b>Other information</b>
<b>Chart of Accounts</b>	<b>Chart of Accounts Code</b> This code identifies the chart of accounts. It is part of the primary key.	<b>Required.</b> Each chart of accounts is represented by a two-character abbreviation. More than one chart may be selected by holding down the 'shift' key and clicking your selections.
<b>Organization Code</b>	<b>Organization Code</b> This code identifies an Organization (department).	Each Organization is represented by a three or four-character abbreviation. More than one organization may be entered.
<b>Work Area Short Description</b>	<b>Work Area Short Description</b> A short description of a Work Area within an Organization.	Each Work Area is represented by a short name up to ten-characters in length. Multiple Work Areas may be entered.
<b>Work Area ID</b>	<b>Work Area ID</b> A number used to uniquely identify a Work Area.	Each Work Area is represented by a unique ID number which is system assigned.
<b>Employee ID</b>	<b>Employee ID</b> Unique Employee ID number assigned to IU employees.	This is a ten-digit number.

<b>Field Name</b>	<b>Title &amp; Description</b>	<b>Other information</b>
<b>Range Begin Date</b>	<b>Range Begin Date</b> The first date in the time period to be included in the query.	Date should be entered in the format MM/DD/YY.
<b>Range End Date</b>	<b>Range End Date</b> The last date in the time period to be included in the query. Leave this field blank to get all information after the start date.	Date should be entered in the format MM/DD/YY.
<b>Select Date from List</b>	<b>Select Date from List</b> Allows choice of Previous Day, Previous Pay Period, or Current Pay Period instead of entering a Begin and End date.	If one of these options is selected it will override any Range Begin and End Date entered.
<b>Exception Type</b>	<b>Exception Type</b> Specific system-generated exceptions that TIME tracks. See a full description of each below.	To select several exceptions click "valid values" and select from the list provided.
<b>Output Type</b>	<b>Output Type</b> Specifies whether you wish the data to be returned as text-delimited (Excel) or plain text (Word).	Your selection here must match the selection under "Select the Output Format."

### **Exception Types**

You can choose to view all Exception Types (the default), or you can manually choose any number of exceptions.

To select all Exception Types, simply leave the Exception Type blank when you run your report. To select only specific Exception Types, click Valid Values, pick from the list of available choices and click Return Values.

<input checked="" type="checkbox"/> AMD - Approaching Maximum Daily Hrs	<input type="checkbox"/> AMW - Approaching Maximum Weekly
<input checked="" type="checkbox"/> AWO - Approaching Weekly Overtime	<input type="checkbox"/> BEH - Below Expected Hours
<input type="checkbox"/> BLT - Below Minimum Lunch TIME	<input type="checkbox"/> BMD - Below Minimum Daily Hours
<input type="checkbox"/> BMW - Below Minimum Weekly	<input checked="" type="checkbox"/> EBS - Exceeded Break Segments
<input type="checkbox"/> EBT - Exceeded Break TIME	<input checked="" type="checkbox"/> EEH - Exceeded Expected Hours
<input type="checkbox"/> ELB - Exceeded Leave Balances	<input type="checkbox"/> ELT - Exceeded Maximum Lunch TIME
<input type="checkbox"/> EMD - Exceeded Maximum Daily Hours	<input type="checkbox"/> EMW - Exceeded Minimum Weekly
<input type="checkbox"/> HIA - Hours on Invalid Assignment	<input type="checkbox"/> HPA - Hours on Pending Assignment
<input type="checkbox"/> MCO - Missed Clock OUT	<input type="checkbox"/> UCL - Unexpected Clock Location
<input type="checkbox"/> WSO - Workstudy Overtime Usage	

#### *Approaching Max Daily Hours (AMD)*

The Department's Payroll Manager can set a number of Maximum Daily Hours for the hourly employees in their department or a given Work Area. When an employee's hours for a given day approach within one hour of this maximum, an exception is generated. For example, if your department has set maximum daily hours as 8, an exception will be generated as soon as one of your employees works 7 hours in a single day.

#### *Approaching Weekly Overtime (AWO)*

An employee is considered to be approaching overtime if they have worked 32 hours within a one-week period. An exception will be generated to inform the Time Approver that this employee is getting close to 40 hours.

#### *Approaching Maximum Weekly Hours (AMW)*

The Department's Payroll Manager can set a number of Maximum Weekly Hours for the hourly employees in their department or a given Work Area. When an employee's hours for a given week approach within 8 hours of this maximum, an exception will be generated. For example, if your department has set maximum weekly hours as 30, an exception will be generated as soon as one of your employees works 22 hours in a single week.

#### *Below Minimum Daily Hours (BMD)*

The Department's Payroll Manager can set a number of Minimum Daily Hours for the hourly employees in their department or a given Work Area. When an employee's hours for a given day fall below this set number, an exception is generated.

#### *Below Min Weekly Hours (BMW)*

The Department's Payroll Manager can set a number of Minimum Weekly Hours for the hourly employees in their department or a given Work Area. When an employee's hours for a given week fall below this set number, an exception is generated.

#### *Exceeded Maximum Daily Hours (EMD)*

The Department's Payroll Manager can set a number of Maximum Daily Hours for the hourly employees in their department or a given Work Area. When an employee's hours for a given day exceed this set number, an exception is generated.

#### *Exceeded Maximum Weekly Hours (EMW)*

The Department's Payroll Manager can set a number of maximum weekly hours for the hourly employees in their department or a given Work Area. When an employee's hours for a given week exceed this set number, an exception is generated.

#### *Missed Clock Out (MCO)*

An exception is generated if an employee clocks in and has not clocked out over 10 hours later.

#### *Exceeded Break Segments (EBS)*

If the Department requires employees to clock out on breaks, the Department's Payroll Manager sets the number of minutes employees receive for breaks and the number of break segments an employee can take that break in. If an employee exceeds the number of allotted break segments, an exception is generated.

#### *Exceeded Break Time (EBT)*

If an employee exceeds the total amount of allotted break time, an exception is generated.

#### *Below Min Lunch Time (BLT)*

The TIME defines a minimum lunchtime of 30 minutes for each shift that is six hours or longer. Employees without a 30 minutes break for lunch in a six-hour shift will generate an exception.

#### *Exceeded Maximum Lunch Time (ELT)*

Department Payroll Managers can establish a Department Lunch Rule that indicates their employees need to check in and out for lunch and have a maximum lunchtime that they should not exceed. If employees take a lunch break that exceeds the maximum amount allotted for lunch, an exception is generated.

#### *Hours on Invalid Assignment (HIA)*

If an employee records hours for a TIME assignment which is later ended on a prior date this report will show those hours.

#### *Below Expected Hours (BEH)*

Biweekly support and service staff employees who have not met their expected hours for a week will generate this exception. This exception is only generated after the end of a pay period week.

#### *Exceeded Expected Hours (EEH)*

Biweekly support and service staff employees who have exceed their expected hours for a week will generate this exception.

#### *Exceeded Leave Balances (ELB)*

Biweekly support and service staff employees who record more hours for a particular type of leave balance than they currently have accrued will generate this exception.

#### *Unexpected Clock Location (UCL)*

Departmental Payroll Managers can establish which IP addresses represent computers that employees should be taking clock actions at. When an employee takes a clock action at a location that does not match one of these defined IP addresses it will generate this exception.

#### *Hours on Pending Assignment (HPA)*

This exception identifies hours on an assignment that is part of a pending E-doc. Depending on the situation, if the E-doc is not approved in time for the job to appear on the voucher then the hours may be dropped from the payroll extract. Payroll Managers will be contacted by FMS or IUPUI payroll if employees are dropped from the payroll extract in this manner. See page 61 for more information on Pending Assignments.

#### *Workstudy Overtime Usage (WSO)*

Hourly workstudy employees who record overtime hours, which are not allowed on workstudy jobs, will appear on this report. The employee should be hired into a regular hourly job and the overtime hours applied to an assignment associated with that job.

## **A Sample Exception Report**

INDIANA UNIVERSITY				
Timekeeping Exceptions Report				
For Dept ID(s): BL-RECS				
For Work Area(s): None entered				
For Work Area ID(s): None entered				
For Employee ID(s): None entered				
For Range Beginning Date: None entered				
For Range Ending Date: None entered				
For Exception Code(s): None entered				
Approaching Overtime Report (AWO)				
=====				
Employee Name	Dept ID	Work Area	Week Begin Date	Total Hours
Burnette,John Aaron	BL-RECS	4272	6/18/2006	39
Byers,Michael Anthony	BL-RECS	4272	6/18/2006	33
Missed Clock Out Report (MCO)				
=====				
Employee Name	Dept ID	Work Area	Report Time	Clock in Time
Gumina,Diane Laura	BL-RECS	4272	7/24/2006 13:31	6/21/2006 7:50

The above sample Exception Report shows information about individuals who are approaching overtime for a specific week and one who missed their clock out.

## Payroll Manager Options

The following options are restricted to Payroll Manager use only.

### Rules

Payroll Managers can establish and maintain business rules that determine how their department will interact with TIME and what available options they will use. Business Rules allow you to customize the system to work in the most productive fashion for your organization. Establishing Business Rules for your Work Areas is an important part of configuring TIME for use in your department. If used correctly, business rules can help make everyone’s job easier and make TIME reflect your departmental policies and procedures.

Rules are available in the Onestart rules channel.



Each rule is briefly described below.

**Break Rule:** Determines whether your employees need to check in and out for breaks and if so how long they must work to earn a specified number of breaks and break minutes.

**Clock Location Rule:** Allows you to specify if employees should be clocking in and out from a particular computer, identified by that computer's IP address.

**Department Lunch Rule:** Determines whether your employees need to check in and out for lunch or if you will use a default lunch deduction. It also allows you to set a maximum number of minutes for an employee's lunch.

**Hourly Hours Rule:** Allows you to establish minimum and maximum daily and weekly hours for hourly employees.

**Time Collection Rule:** Determines whether your employees will record their work hours by clocking in and out (synchronous) or by adding hours manually to their timesheet (asynchronous). Note that your Campus may have requirements indicating which employee types must use which method.

### ***How Rules Work***

Most rules, such as Break Rules, Lunch Rules, and the Clock Location rule will not prevent your employees from using TIME in any way. They are intended to establish limits, which will generate exceptions when those limits are exceeded. For instance, if you set a Lunch Rule stating the maximum lunch allowed to your employees is 60 minutes, TIME will not in any way stop an employee who takes a 90 minute lunch from checking back in.

These Business Rules establish the parameters that are used to generate Exception Reports (see page 34). In the example above, the fact that the employee took a 90-minute lunch break will appear on the Time Approver's Exception Report, as it exceeds the time established by the Rule.

The Time Collection Method rule differs from the other rules in that it impacts what options will be available for employees to record their work hours.

### ***Rule Hierarchy***

TIME is flexible in that it allows you to apply different rules to different groups of employees. For instance, you might want most of your employees to check in and out for lunch but perhaps there's a group of employees for which this choice is impractical. You'd like to establish a general rule for all employees to check in and out for lunch yet make an exception for this particular group. To support this flexibility, rules exist in a hierarchy—where rules that are more specific override rules that are more general. Understanding how this hierarchy functions makes it easier and more efficient for you to establish rules for your department.

Most rules use the same basic criteria to identify whom a particular rule applies to. We can think of this information as being "identification criteria," information that exists to tell TIME who to apply the rule to. Each rule also contains criteria that identify the rule itself—indicating

employees must check in and out for lunch for example. We can think of this as “rule criteria,” information that tells TIME what kind of rule limits to apply to the identified group.

The identification criteria used, listed from most general to most specific, are:

**Department:** The Department ID, formatted as the Chart and Organization code separated by a dash, such as IA-PARK or BL-CHEM.

**Work Area:** The ID number for a particular Work Area. Used to identify a group of employees within a department.

**Employee ID:** The ten-digit HRMS-generated number that uniquely identifies a specific IU employee. You can only specify an employee ID number if you have also specified a Work Area.

**Employee Record Number:** The identifying number for an employee’s job. Employees with multiple jobs will have multiple Employee Record Numbers. You can only specify an Employee Record Number if you have also specified an Employee ID. \*Note – The only rule that can’t be specified by Employee Record number is the “Time collection Rule”.

Rules established using more specific criteria override those using less specific criteria. Below is an example of different versions of the same rule using different identification criteria. The “@” symbol is used in rules to indicate a selection of “ALL.” We’ve numbered the rules so they can be identified and discussed below. The rule criteria itself is unimportant to understanding the hierarchy, so the criteria has been abstracted to simple values of “X,” “Y,” or “Z.”

Example #	Department ID	Work Area	Employee ID	Employee Record #	Rule Criteria
1	BA-BKST	@	@	@	X
2	BA-BKST	0001	@	@	Y
3	BA-BKST	0001	0001234567	@	Z

Rule 1 indicates that all employees in the Department BA-BKST follow rule “X.” The “@” symbols in all the other identification criteria fields indicate that all Work Areas, employee IDs and associated employee records apply this version of the rule. If you want to establish one version of a rule for the entire department this is a simple way to do that.

Rule 2 indicates that members of Work Area 0001 apply rule criteria “Y.” This means that all employees and all employee record numbers associated with Work Area 0001 are an exception to the general rule established in example 1. Employees in this Work Area will have rule “Y” applied instead.

Rule 3 takes it one-step further and says that a specific employee, identified by the employee ID number 0001234567, needs a different version of this rule applied. All this employee’s jobs associated with BA-BKST Work Area 0001 will apply rule “Z.”

It’s unlikely that many users will need the level of flexibility provided by employee ID and employee record number. Most users will find being able to apply rules to the Department and Work Area level are sufficient for their needs. However, the flexibility exists to make rules specific to individuals and individual jobs if necessary.

## **Effective Date and Effective Sequence**

All Rules are effective dated, allowing them to be changed on specified dates while maintaining a historical record of previous rules.

Effective Date is the date that a rule takes effect. Rules don't have an "end date" but instead end the day before a new rule takes effect.

For example, you could have two rules established as shown below.

Effective Date	Department ID	Work Area	Employee ID	Employee Record #	Rule
01/01/2006	UA-FMOP	@	@	@	A
06/01/2006	UA-FMOP	@	@	@	B

In this case, rule A would be in effect starting on January 1<sup>st</sup>, 2006 and would stay in effect through May 31<sup>st</sup>, 2006. Beginning on June 1<sup>st</sup>, 2006 rule B would take effect.

Effective Sequence is an attribute that's used to tell which rule the system should implement if there are two or more rows with identical effective dates. The system automatically assigns an Effective Sequence (beginning with zero). If a new row is added to a rule that has the same effective date, the new rule will have a higher Effective Sequence. TIME will choose the rule with the highest Effective Sequence to determine which one to apply.

Effective Date	Effective Sequence	Department ID	Work Area	Employee ID	Employee Record #	Rule
01/01/2006	0	UA-FMOP	@	@	@	A
01/01/2006	1	UA-FMOP	@	@	@	B

In this case, the system can't use Effective Date alone to know which rule to apply because the effective dates are the same. So it looks to Effective Sequence to "break the tie." The rule that was initially assigned to this Effective Date has an Effective Sequence of "0." Future versions of that rule when established increase the Effective Sequence by 1. So, the row with the Effective Sequence of 1 is the most recent version of this rule and the one that TIME will apply.

Remember, while Effective Sequence may seem complicated, the system takes care of assigning it automatically. It allows you to update existing rules so the most recent changes are applied.

## **Searching for Existing Rules**

All Rule maintenance screens will take you to a rule lookup screen. You can enter search criteria or simply click "Search" to view existing rules. It's recommended that you enter only Department ID in the search criteria if you wish to see all the rules for your particular department.

### Break Rule Maintenance Lookup

Department :	<input type="text" value="BL-AMUS"/> 	Work Area :	<input type="text"/> 
University Id :	<input type="text"/> 	Employee Record :	<input type="text"/> 
Active :	<input type="checkbox"/>	History Included :	<input type="checkbox"/>
Future Included :	<input checked="" type="checkbox"/>		
<input type="button" value="search"/> <input type="button" value="clear fields"/> <input type="button" value="close window"/>			

### Modifying Existing Rules

To modify an existing rule, select the rule by clicking the “Select” box on the far-right-hand side of the row and click the “Continue” link.

### Break Rule Maintenance Lookup

Department :	<input type="text" value="BL-AMUS"/> 	Work Area :	<input type="text"/> 
University Id :	<input type="text"/> 	Employee Record :	<input type="text"/> 
Active :	<input type="checkbox"/>	History Included :	<input type="checkbox"/>
Future Included :	<input checked="" type="checkbox"/>		
<input type="button" value="search"/> <input type="button" value="clear fields"/> <input type="button" value="close window"/>			

Rows To Add: <input type="text" value="0"/>		<a href="#">Continue</a> 	<a href="#">Select All</a>	<a href="#">Unselect All</a>						
Department	Work Area	University Id	Employee Record	Effective Date	Effective Sequence	Active	Block Hours	Max Minutes	Number Of Breaks	Select?
BL-AMUS	@	@	@	09/19/2006	1	<input checked="" type="checkbox"/>	0	15	2	<input checked="" type="checkbox"/>

Make the changes you want and click the “Save” button. If you don’t change the Effective Date of the rule TIME will increase the Effective Sequence by 1 to indicate that this new rule should take precedence over the old one.

**Break Rule Maintenance** ?

Rules ▼ hide

**Rules** add

▼ hide **Rule: Record 1**

* Department :	BL-AMJUS	* Work Area :	@
* University Id :	@	* Employee Record :	@
* Block Hours :	0	* Max Minutes :	25
* Number Of Breaks :	2	* Effective Date :	09/19/2006
Effective Sequence :	1	* Active :	<input checked="" type="checkbox"/>
User University Id :	0001537923	Timestamp :	09/20/2006 11:59 AM

delete

save close window

**A Note About “Delete”:** The “Delete” button that appears under rules on the rule maintenance screen does not allow you to delete a rule permanently. It simply removes the rule from that rule maintenance screen. To get rid of a rule you don’t want, add a new rule that supersedes it with a more recent effective date or by entering a new version of the rule with the same effective date as the current one. Each rule also contains an “active” flag. If you just want to undo a rule, establish a new version of it with this active flag unchecked. This new inactive rule will take precedence, effectively removing the former rule.

### **Adding a New Rule**

To add a new rule, enter the number of rows (rules) you’d like to add and click “Continue.”

**Break Rule Maintenance Lookup** ?

Department :		Work Area :	
University Id :		Employee Record :	
Active :	<input type="checkbox"/>	History Included :	<input type="checkbox"/>
Future Included :	<input checked="" type="checkbox"/>		

search clear fields close window

Rows To Add: 1 Continue

This will display a number of blank rule forms equal to the number of rows you entered.

If you click “Continue” with the number of rows set at zero (0), then the rule form appears without any data entry fields. Each time you click the “add” button, it will to add a blank rule form (row) to your display.

Break Rule Maintenance ?

Rules ▼ hide

Rules add

▼ hide Rule: Record 1

* Department :	<input type="text"/>	* Work Area :	<input type="text"/>
* University Id :	<input type="text"/>	* Employee Record :	<input type="text"/>
* Block Hours :	<input type="text"/>	* Max Minutes :	<input type="text"/>
* Number Of Breaks :	<input type="text"/>	* Effective Date :	10/04/2006
Effective Sequence :		* Active :	<input checked="" type="checkbox"/>
User University Id :		Timestamp :	

delete

save close window

If you decide you entered too many rows, just click “delete” next to each row you wish to remove.

### ***Time Collection Rule***

Use this rule to establish how employees in your department will interact with TIME. Will they clock in and out or will they record their time directly on their timesheet? Each Campus establishes its own rules concerning how employees should collect their time.

Time Collection Rule Maintenance ?

Rules ▼ hide

Rules add

▼ hide Rule: Record 1

* Department :	BL-RECS	* Work Area :	@
* Clock Use Required :	<input checked="" type="checkbox"/>	* Hours Distribution Allowed :	<input type="checkbox"/>
* Effective Date :	10/04/2006	Effective Sequence :	
* Active :	<input checked="" type="checkbox"/>	User University Id :	
Timestamp :			

delete

- Enter your identification criteria—Department ID and Work Area. The Time Collection rule is the only current rule that allows only these two identification parameters. Remember you can use the “@” symbol in the Work Area field to indicate “ALL.”
- If you want to indicate that this group should clock in and out (synchronous) to record their work hours, check the “Clock Use Required” checkbox. To indicate that the group

should record hours asynchronously by adding hours to a timesheet manually, then leave this box unchecked.

- “Hours Distribution Allowed” does not have a function in the current release of TIME. It refers to a function that may be brought back in a future release. Whether this box is checked or unchecked will have no impact on your use of the TIME system.
- Enter an Effective Date on which you wish this rule to take effect.
- Leave “Active” box checked as the default value, unless you want to undo a rule. In that case, when you establish a new version of a rule, leave the “active” box unchecked.
- After you’ve completed your rule click “Save.”
- Click “Close Window.”

## Break Rule

Use this rule if you want to require your employees who clock in and out to have to clock in and out for breaks. You can establish how much time must be worked to earn a break, how long that break will be, and how many segments their break time can be divided into.

Reminder: Break time is paid time and is not deducted from the employee’s work hours.

This rule has no function for employees who add hours directly to their timesheet.

### Break Rule Maintenance

* Department :	BL-RECS	* Work Area :	@
* University Id :	@	* Employee Record :	@
* Block Hours :	4	* Max Minutes :	15
* Number Of Breaks :	1	* Effective Date :	10/04/2006
Effective Sequence :		* Active :	<input checked="" type="checkbox"/>
User University Id :		Timestamp :	

- Enter your identification criteria—Department ID, Work Area, Employee ID, and Employee Record #. Remember you can use the “@” symbol in these fields to indicate “ALL.”
- Enter “Block Hours”—this is the number of hours an employee should work to earn a break.
- Enter “Max Minutes”—this is the number of minutes of break time an employee earns after working the number of hours indicated in “Block Hours.”
- Enter “Number of Breaks”—this is the number of breaks the employee can use their break minutes for. Are they only allowed a single break or can they split their maximum minutes into multiple breaks?
- Enter an Effective Date on which you wish this rule to take effect.

- Leave “Active” box checked as the default value, unless you want to undo a rule. In that case, when you establish a new version of a rule, leave the “active” box unchecked.
- After you’ve completed your rule click “Save.”
- Click “Close Window.”

### Department Lunch Rules

Use this rule for employees who clock in and out to determine how they record their lunch breaks. TIME gives your employees two ways to record their lunch:

Check Out for Lunch: Employees will need to login to TIME and check out for lunch then check back in when they return. TIME will record the exact amount of time they are gone and deduct it from their work shift.

Default Lunch Deduction: If you don’t want employees to clock out for lunch, you can establish a default amount of time that is automatically deducted from the employee’s work shift after they have worked 6 hours.

This rule has no function for employees who add hours directly to their timesheet.

The screenshot shows a web application window titled "Department Lunch Rule Maintenance" with a help icon. Inside, there is a "Rules" section with a "hide" button and an "add" button. Below this is a table for "Rule: Record 1" with a "hide" button. The table has two columns and several rows of fields:

* Department :	BL-RECS	* Work Area :	@
* University Id :	@	* Employee Record :	@
* Clock Use Required :	<input checked="" type="checkbox"/>	* Max Minutes :	30
* Effective Date :	10/04/2006	Effective Sequence :	
* Active :	<input checked="" type="checkbox"/>	User University Id :	
Timestamp :			

At the bottom of the form is a "delete" button.

- Enter your identification criteria—Department ID, Work Area, Employee ID, and Employee Record #. Remember you can use the “@” symbol in these fields to indicate “ALL.”
- If you wish your employees to clock in and out for lunch check the “Clock Use Required” checkbox. Leaving this box unchecked indicates you want these employees to have a default lunch deduction removed from their work hours.
- Enter “Max Minutes”—this is the number of minutes an employee has for their lunch. Employees who do not check in and out for lunch will automatically have this number of minutes removed from any block of work hours that is six hours in length or greater. Employees who check in and out for lunch and take a lunch that exceeds this number of minutes will generate an exception notifying their Time Approver.
- Enter an Effective Date on which you wish this rule to take effect.

- Leave “Active” box checked as the default value, unless you want to undo a rule. In that case, when you establish a new version of a rule, leave the “active” box unchecked.
- After you’ve completed your rule click “Save.”
- Click “Close Window.”

### Hourly Hours Rule

Use this rule to establish daily and weekly minimum and maximum hours for your hourly employees. These minimums and maximums are used to generate exceptions that indicate when employees are approaching or exceeding the maximums or falling below the minimums.

Any hourly rules that you establish are applied to employees regardless of how they record their work hours.

Note: Similar exceptions are generated for biweekly support and service staff based on their job’s regular hours. There is no need to establish rules for these employees.

The screenshot shows a window titled "Hourly Hours Rule Maintenance" with a help icon. Inside, there's a "Rules" section with a "hide" button and an "add" button. Below this is a form for "Rule: Record 1" with a "hide" button. The form contains the following fields:

* Department :	BL-RECS	* Work Area :	@
* University Id :	@	* Employee Record :	@
* Daily Min Hours :	0	* Daily Max Hours :	10
* Weekly Min Hours :	0	* Weekly Max Hours :	20
* Effective Date :	10/04/2006	Effective Sequence :	
* Active :	<input checked="" type="checkbox"/>	User University Id :	
Timestamp :			

At the bottom of the form is a "delete" button.

- Enter your identification criteria—Department ID, Work Area, Employee ID, and Employee Record #. Remember you can use the “@” symbol in these fields to indicate “ALL.”
- Enter “Daily Min Hours”—the minimum number of hours you wish these employees to work each day. You can enter zero if you have no specific minimum you wish to specify. Exceptions are generated when an employee works a shift that falls below this minimum number of hours.
- Enter “Daily Max Hours”—the maximum number of hours you wish these employees to work each day. Exceptions are generated when an employee approaches within one hour of this maximum or when the maximum is exceeded on a particular day.
- Enter “Weekly Min Hours”—the minimum number of hours these employees should work in a week (Sunday through Saturday). You can enter zero if you have no specific

minimum you wish to specify. Exceptions are generated if an employee falls below this number for a given week.

- Enter “Weekly Max Hours”—the maximum number of hours these employees should work in a week (Sunday through Saturday). Exceptions are generated when an employee approaches within eight hours of this maximum or when the maximum is exceeded in a particular week.

**Note:** An exception type also exists to report if an employee is approaching overtime or has entered into a number of overtime hours for a given week. Therefore, this maximum weekly hours rule is only needed if you wish to limit hours to a number less than 40.

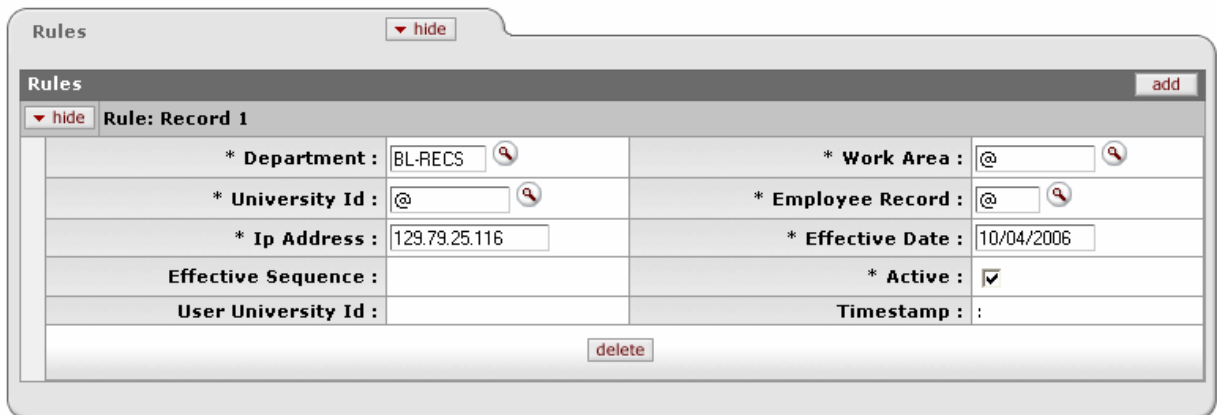
- Enter an Effective Date on which you wish this rule to take effect.
- Leave “Active” box checked as the default value, unless you want to undo a rule. In that case, when you establish a new version of a rule, leave the “active” box unchecked.
- After you’ve completed your rule click “Save.”
- Click “Close Window.”

### **Clock Locations Rule**

Use this rule to specify that you want a particular group of employees to clock in and out from a particular location. To do this, you specify the IP Address of the computer on which you want these clock actions to occur. If clock actions are entered at other machines, this rule will generate exceptions to alert the Time Approver.

This rule has no function for employees who add hours directly to their timesheet.

#### **Clock Location Rule Maintenance**



The screenshot shows a window titled "Rules" with a "hide" button. Inside, there's a sub-window titled "Rules" with an "add" button. Below that, it says "Rule: Record 1" with a "hide" button. The main area contains a table of fields:

* Department :	BL-RECS	* Work Area :	@
* University Id :	@	* Employee Record :	@
* Ip Address :	129.79.25.116	* Effective Date :	10/04/2006
Effective Sequence :		* Active :	<input checked="" type="checkbox"/>
User University Id :		Timestamp :	

At the bottom right of the table area is a "delete" button.

- Enter your identification criteria—Department ID, Work Area, Employee ID, and Employee Record #. Remember you can use the “@” symbol in these fields to indicate “ALL.”
- Enter “IP Address”—this is the IP address of the computer (or kiosk) that you wish this group of employees to clock in and out from.
- Enter an Effective Date on which you wish this rule to take effect.
- Leave “Active” box checked as the default value, unless you want to undo a rule. In that case, when you establish a new version of a rule, leave the “active” box unchecked.
- After you’ve completed your rule click “Save.”

- Click “Close Window.”

## Maintenance

Payroll Managers can use the Department Maintenance option to create new Work Areas and tasks and manage roles by Work Area. Role Maintenance is a separate option that allows Payroll Managers to see all the roles for a given individual and make modifications as needed.

Work Areas are used to divide a Department into manageable groups. Employee TIME assignments associate them with a Work Area. Each Work Area has one or more Time Approvers and Payroll Processors assigned to it. These assignments determine who has authority to approve timesheets for the employees associated with that work area.

Tasks are optional sub-divisions of Work Areas. TIME assignments can associate employees with a Work Area and with that Work Area’s Tasks. Tasks allow departments to use increased tracking capabilities within a Work Area; for example, keeping track of the hours worked for a particular project..

You can find both the Department Maintenance and Role Maintenance options in the Maintenance channel in Onestart.


## Department Maintenance


This option allows a Payroll Manager to create or modify the Work Areas and Tasks that exist for their Department. It also allows them to establish Time Approver, Reviewer, and Payroll Processor roles associated with those Work Areas.

### Viewing Existing Work Areas

Follow these instructions to view existing Work Areas for your department.

- Begin by selecting Department Maintenance in the Maintenance channel in Onestart. TIME will open the Department Maintenance Lookup screen.
- Enter your Department ID (Chart-Department Code, such as BL-RPAS or IA-PARK)

Department Maintenance Lookup 

Department :  

Rows To Add:

Department	Effective Date	Effective Sequence	Work Area	Description	Employee Type	Overtime Preference	Admin Description	Active	Select?
BL-CIA	01/01/1901	6	2643	Administration	H		Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>
BL-CIA	01/09/2006	3	2713	Communication Assistant	H		Comm Asst	<input checked="" type="checkbox"/>	<input type="checkbox"/>

- Click the “Search” button. TIME will display a list of all your Work Areas and specific information about them such as the ID, Description, and Effective Date.

## Modifying Existing Work Areas

From the Department Maintenance Lookup screen, you can modify existing Work Areas or view the roles associated with those Work Areas and your department as a whole.

- Follow the instructions above to view your current Work Areas.
- Click the “Select?” checkbox to the right of one or more Work Areas you wish to modify.

Rows To Add: 0		Continue		Select All Unselect All					
Department	Effective Date	Effective Sequence	Work Area	Description	Employee Type	Overtime Preference	Admin Description	Active	Select?
BL-CIA	01/01/1901	6	2643	Administration	H		Admin	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
BL-CIA	01/09/2006	3	2713	Communication	H		Comm Asst	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Click the “Continue” link.

TIME will display the Department Maintenance page. This page contains information about roles associated with your Department as well as information about the Work Areas you’ve selected.

The information presented is as follows:

**Role Users:** This section lists all the Payroll Managers associated with your Department. A TIME System Administrator must add new Payroll Mangers. Contact your Campus Payroll Office to have a Payroll Manger role added or removed.

Role Users				
Role Users				
Department Role Users				
Name	Network Id	* University Id	* Role Name	
Kelli J Eberhard	keberhar	0001831256	Payroll Manager	
Courtney Dunigan	coduniga	0001833316	Payroll Manager	

**Work Areas:** This section contains detailed information about Work Areas. Each Work Area record is divided into three sub-sections: Work Areas, Role Users, and Tasks.

**Work Areas sub-section:** Displays detailed information about each Work Area.

Work Areas			
Work Area: Record 1			
Work Area :	2643	* Description :	Administration
* Employee Type :	Hourly	Overtime Preference :	Select Overtime Preference
Admin Description :	Admin	* Effective Date :	01/01/1901
Effective Sequence :	6	* Active :	<input checked="" type="checkbox"/>
User University Id :	0001831256	Timestamp :	09/14/2006 06:33 PM

[delete](#)

The following fields and action buttons are located in this section:

<b>Field Name or Button</b>	<b>Description</b>
Work Area	The system-generated Work Area ID number assigned to this Work Area.
Description	The user-assigned description of this Work Area. Employees will see all or part of this description as the description of their assignment(s) in this Work Area. <b>Required.</b>
Employee Type	Work Areas are specific to Hourly or Biweekly employees. Employees can only be given a TIME assignment associated with a Work Area that matches their employee type. <b>Required.</b>
Overtime Preference	This indicates what earn code overtime should be applied to for employees in this Work Area: OVT (overtime) or CPE (comp time). This field is only required for Work Areas that have an Employee Type of Biweekly.
Admin Description	A user-assigned description field that appears on some IUIE reports. It can be given any value you like and employees will not see it.
Effective Date	The effective date associated with this Work Area information. You can change this date if you are making Work Area changes that you want to take effect on a particular day. Making changes to a Work Area on an existing Effective Date will increase that Work Area's Effective Sequence value. <b>Required.</b>
Effective Sequence	This system-generated value is used to uniquely identify different data that shares the same Effective Date. Each time you make a change to a Work Area on an existing Effective Date the Effective Sequence value increases by one. TIME uses the data associated with the highest Effective Sequence number to determine which Work Area values with matching Effective Dates should take precedence.
Active	This checkbox indicates the Work Area is active (checked) or inactive (unchecked). You cannot make TIME assignments to inactive Work Areas. You also cannot inactivate a Work Area that has active TIME assignments.
User University ID	The employee ID number of the person who made the last change to this Work Area data. If this information was converted over from an earlier version of the TIME system this value will be "SYSTEM."
Timestamp	The data and time this Work Area was last modified.

**Role Users sub-section:** Lists the Time Approvers, Reviewers, and Payroll Processors associated with this Work Area.

Role Users					add
▼ hide Work Area Role Users					
Name	Network Id	* University Id	* Role Name	Actions	
Tia Hardesty	chhardes	0001374108	Payroll Processor	<input type="button" value="delete"/>	
Courtney Dunigan	coduniga	0001833316	Payroll Processor	<input type="button" value="delete"/>	
Courtney Dunigan	coduniga	0001833316	Supervisor	<input type="button" value="delete"/>	
Lori Parker	loparker	0002092757	Supervisor	<input type="button" value="delete"/>	

The following fields and action buttons are located in this section:

Field Name or Button	Description
Name	The name of the employee that has a role associated with this Work Area.
Network ID	The network username associated with this user.
University ID	The ten-digit University ID number associated with this user.
Role Name	The role that this user has in relation to this Work Area. The possible selections are Time Approver, Reviewer and Payroll Processor.
Delete button	The Delete button is used to remove a user role from this Work Area. Click the delete button to remove a user role and click Save to save your changes.

Tasks sub-section: Lists any Tasks associated with this Work Area.

Tasks				add
▼ hide Tasks				
Task	* Description	Admin Description	Actions	
2959	TEST TASK	TESTING	<input type="button" value="delete"/>	

The following fields and action buttons are located in this section:

Field Name or Button	Description
Task	The system-assigned Task ID number associated with this Task.
Description	The user-assigned description of this Task. Employees will see all or part of this description as the description of their assignment(s) associated with this Task. <b>Required.</b>
Admin Description	A user-assigned description field that appears on some IUIE reports. It can be given any value you like and employees will not see it.
Delete button	The Delete button is used to remove a Task from this work area. Click the delete button to remove a Task and click Save to save your changes.

Action Buttons: Two buttons at the bottom of the Department Maintenance page allow you to save your changes or leave the page.

Action Button	Description
Save	The save button will save all information currently displayed on the Department Maintenance page. After you have saved, your newly saved data is displayed on the page and you can safely close this window.
Close Window	Closes the Department Maintenance page. Note, if you close without saving, any changes you entered on this page will be lost.

**Adding a New Work Area**

You can add a new Work Area from the Department Maintenance Lookup screen by following these instructions.

- Follow the instructions above to view your current Work Areas from the Department Maintenance Lookup screen.
- In the “Rows to Add” box, enter the number of Work Areas you wish to add.
- Click the “Continue” link. The Department Maintenance page will display with the new Work Areas listed at the bottom of the page.
- Complete the required fields to add the new Work Area.

Before you can click “Save” to save a new Work Area, you must assign at least one Time Approver and one Payroll Processor to that Work Area. See the paragraphs below for instructions on how to add a role to a new or existing Work Area.

**Note:** When assigning employees to Work Areas you may only assign them to Work Areas that were effective as of the effective date of the assignment.

**Adding a New Work Area Role**

You can add a new Time Approver, Reviewer, or Payroll Processor to a Work Area from the Department Maintenance screen. (Remember to complete the required fields to add a new Work Area or select an existing Work Area to which you want to add roles.)

- On the Work Area Maintenance page, find the Role Users section of the Work Area to which you wish to add a role.
- Click the “Add” button on the far right of that section. TIME will display a blank Role line.
- Enter the University ID of the user you wish to put in the role. You can also use the magnifying glass button to search for a user by name.
- In the “Role Name” dropdown box, select the Role you wish to assign to this user.
- Repeat this process, clicking “Add” to create as many additional blank Role lines as you need.
- When you have added all the Roles, you wish to add click “Save.”

## ***Adding a New Task***

You can add Tasks to existing or new Work Areas.

- On the Work Area Maintenance page, find the Tasks section of the Work Area to which you wish to add a Task.
- Click the “Add” button on the far right of that section. TIME will display a blank Task line.
- Enter a Description for the Task.
- Enter an Admin Description if you wish.
- Repeat this process, clicking “Add” to create as many additional blank Task lines as you need.
- When you have added all the Tasks, you wish to add click “Save.”

## ***Maintaining Multiple Work Areas at Once***

The Work Area Maintenance Lookup screen allows you to select multiple Work Areas for maintenance. When you do this, all those Work Areas will displayed on the same Work Area Maintenance page and all Work Areas will be saved when you click the “Save” button.

If you find that you have more Work Areas on the page that you don’t wish to modify you can remove them from the maintenance page by clicking the “Delete” button located directly under the “Work Areas” details section. Doing this will not delete the Work Area; it simply removes it from the group of Work Areas you are maintaining.

## **Role Maintenance**

Sometimes Payroll Managers may wish to see and manage all of an individual’s roles at once, instead of working with the individual Work Areas in which they have those roles. Role Maintenance allows you to select a person and view and edit all their roles at once.

### ***Viewing Existing Roles***

Follow these instructions to view existing Work Areas for your department.

- Begin by selecting Role Maintenance in the Maintenance channel in Onestart. TIME will open the Role Maintenance Lookup screen.
- Enter the Last Name and First Name of the person whose roles you wish to see or enter their University ID.
- Click “Search.” TIME will display all results matching the name you have entered.

**University Id Lookup** ?

<b>University Id :</b>	<input type="text"/>	<b>Last Name :</b>	<input type="text" value="Dorsey"/>
<b>First Name :</b>	<input type="text" value="Damon"/>	<b>History Included :</b>	<input type="checkbox"/>
<b>Future Included :</b>	<input checked="" type="checkbox"/>		

One result found.1

University Id	Primary First Name	Primary Middle Name	Primary Last Name	Actions
0001537923	Damon	R	Dorsey	Select

One result found.1

- Click the “Select” link next to the name of the person you wish to view. TIME will display the Role Maintenance screen.

The information presented on this page is as follows:

Header: This section lists the University ID, Name and Network ID of the person selected.

**Role Maintenance** ?

User Roles	
<b>University Id :</b>	0001537923
<b>Name :</b>	Damon R Dorsey
<b>Network Id :</b>	dadorsey
<b>Interface Manager :</b>	<input checked="" type="checkbox"/>

There is also a checkbox here to indicate if the user is an Interface Manager (a type of System Administrator).

Location Roles: This section is used to maintain System Administrator roles and is not available for editing by Payroll Managers.

**Location Roles**

* Role Name	* Location

Department Roles: This section lists all the Payroll Manager roles associated with this user and what Department those roles are in. Department roles can only be added by System Administrators and are not maintained by Payroll Managers.

**Department Roles**

* Role Name	* Department
Payroll Manager	BL-CIA: CTR-INNOVATION IN ASSESSMENT

Work Area Roles: This section lists all the Work Area level roles (Time Approver, Reviewer, and Payroll Processor), that this user has.

* Role Name	* Work Area	Description	Actions
Supervisor	2747	Kuali Backfill Hourly	
Supervisor	4272	CIA TEST	delete

Some roles may exist in departments you are not the Payroll Manager for. In these cases those Work Area Roles will not be editable.

### **Modifying Existing Roles**

From the Role Maintenance screen, you can modify existing Roles for the selected user. Payroll Managers can view other types of roles but can only modify Work Area roles.

- Follow the instructions above to view the current roles of the person you wish to modify.
- To add a Work Area Role for this person, click the “Add” button on the far right of the Work Area Roles section. TIME will add a blank Role line. Complete the line as described on page 54.
- To delete a Work Area Role for this person, click the “Delete” button directly underneath the role you wish to delete.
- Click “Save” when you have finished adding or deleting all the roles you wish for this individual.

### **Maintaining Work Area / Task Assignments through E-Docs**

TIME assignments are made and managed through HRMS E-Docs. Assignments can be established when an employee is hired. New assignments can be added after an employee is hired and existing assignments can be changed and deleted.

Other E-Docs that prompt users for job funding information also have special options available for Departments using TIME. Anyone who processes E-Docs for Departments using TIME should be familiar with the issues covered in this section as establishing funding incorrectly for TIME employees can inadvertently delete existing assignments.

### **New Hires**

When a Department using TIME creates a Hire E-Doc for an hourly employee they will be given the opportunity to add TIME assignments for that new employee as part of the Hire.

**\*\*Note – Please refer to the “Timesheet Creation Process” on Page 10 when processing New TIME Hires.**

Follow the steps below to establish TIME assignments for an employee while completing a Hire E-Doc.

<b>Employee Type:</b> H	<b>FTE:</b> 0
<b>Compensation Frequency:</b> H	<b>Paygroup:</b> HRR
* <b>Comp Rate:</b> <input type="text" value="10"/>	<b>Holiday Schedule:</b> HRNO
<b>Fund Using TIME:</b> <input checked="" type="checkbox"/>	

When completing the Job information for a Hire, TIME departments will see a “Fund Using TIME” checkbox under the “Comp Rate” field.

- Check the “Fund Using TIME” box to indicate that you will choose TIME assignments for this employee and click “Accept.”
- After you click “Accept” on the Job page you will be taken to a Hire: Job Funding screen.

<a href="#">Edit Job</a> <a href="#">Add Earning</a>	
<b>Earn Code:</b> Regular Pay Nonexempt Staff	<b>Voucher Code:</b>
<b>Funding Type:</b> Percent	<b>CSF Tracker:</b> <input checked="" type="checkbox"/>
<a href="#">Add Accounting Line</a> <a href="#">Edit Earning</a> <a href="#">Delete Earning</a>	
<b>Fund Using TIME:</b> <input checked="" type="checkbox"/>	
<a href="#">View Document Route Log</a>	

Funding can be established for other earn codes but must be established for the Regular pay earn code for the employee’s paygroup. A funding section for this earn code will already appear when the page initially loads.

- Click “Edit Earning” to establish what Voucher Code should be assigned to this job. This determines what payroll voucher the employee’s job will appear on for payroll processing.

## Hire: Earning

Please complete the form below and click the "Accept" button to add this Earning to the document. A "\*" beside a field indicates that the information is required.

**Effective Date:** 09/01/2006

**Earn Code:** Regular Pay Nonexempt Staff

\***Voucher Code:**   FACILITY USE **Funding Type:** Percent

**CSF Tracker:**

Accept

Cancel

For biweekly employees the CSF tracker flag will be checked and should remain checked if you wish this earning to be used as part of the Calculated Salary Foundation calculation for this employee. The other fields cannot be edited.

- After entering the voucher code, click "Accept."

[Edit Job](#) [Add Earning](#)

**Earn Code:** Regular Pay Nonexempt Staff **Voucher Code:** 1632 FACILITY USE

**Funding Type:** Percent

**CSF Tracker:**

[Add Accounting Line](#) [Edit Earning](#) [Delete Earning](#)

**Fund Using TIME:**

[View Document Route Log](#)

- Click "Add Accounting Line" to establish the funding for this employee's regular earn code.

## Hire : Accounting Line

Please complete the form below and click the "Accept" button to add this Accounting Line to the document. A "\*" beside a field indicates that the information is required.

---

Effective Date :	09/01/2006	Earn Code :	Regular Pay Nonexempt Staff
* Chart :	<input type="text" value="BL"/>	Org :	RECS <a href="#">Update Org</a>
* Account :	<input type="text"/>	Sub Account :	<input type="text"/>
Object :	2500	Sub Object :	<input type="text"/>
Project Code :	<input type="text"/>	Org Ref Id :	<input type="text"/>
* Percent :	<input type="text" value="0.00"/>	Order :	1
* Work Area :	<input type="text" value="0000"/>	Task :	<input type="text" value="0000"/>

Fund Using TIME :

---

- The asterisked information on this page must be completed. This page is essentially a regular job funding by percent page with two additional fields: Work Area and Task.
- Each unique combination of Work Area and Task creates a new assignment for this employee's job. Hourly employees can have multiple assignments associated with the same job while biweekly employees can have only one assignment per job.
- Complete the accounting information on this page to indicate where the salary for this assignment should be charged. Only account number is required, all other accounting fields (Sub Account, Sub Object, Project Code and Org Ref Id) are optional.
- Complete the Percent and Work Area and Task fields to indicate how you'd like the employee's assignments funded. This is explained in more detail below in the section "Understanding Assignments and Funding."
- Click "Accept."
- Click "Route" and then "Confirm" to route this document.

**Please Note:** only Work Areas that were effective as of the effective date of the hire will be presented as valid Work Areas to choose from. Work Areas are also specific to either hourly or biweekly employees. Employees can only be given a TIME assignment in a Work Area established for their employee type.

**Routing:** This document will route to the Fiscal and Personnel Approvers and through any Organizational routing established. Final approval varies based on campus. On the Bloomington campus documents will route to Human Resources for final approval except for documents involving Hourly Work Study employees which will route to Bloomington

payroll. On the IUPUI campus hire documents will route to Human Resources for final approval.

**Assuming the document used a current or earlier effective date, the TIME assignments made on this document will be available 15 minutes after the E-Doc is routed.** This document does not need to be approved in order for the TIME assignments to become available. It may take up to an hour after initiation for the system to generate a new timesheet and allow this employee access to TIME. If the document is disapproved during the routing the resultant TIME assignments will be terminated.

**Please Note:** While the employee may be able to record hours in TIME shortly after this document is routed the employee will not appear on a payroll voucher until this document has been final approved and saved to Peoplesoft.

Please be aware of the following:

- An employee will not appear on the payroll voucher and cannot be paid through TIME unless the Hire E-doc has received final approval and been saved to Peoplesoft.
- E-docs must be received in the final approver's Action List before the UHRS E-doc processing deadline for that pay period.
- This final approval and save to Peoplesoft must happen before the job pay flag has been turned off for that pay period (for specific dates see the payroll bulletins and calendars here: <https://www.fms.indiana.edu/payroll/ps159.asp>).

**If the E-doc is NOT final approved and saved to Peoplesoft in time to appear on the voucher then any hours recorded in the TIME system will not be transmitted to the voucher and you must complete an adjustment voucher to pay that employee for that period. See page 28 for more information on how TIME hours appear on the Payroll Voucher.**

**New Employees and TIME Log In:** If hiring a brand new person (i.e. someone not currently in Peoplesoft), that employee will need to have a valid user ID to be able to log in to the TIME system. It generally takes a couple days for the ID table to be updated after the person is initially hired. Their TIME assignments should be added within 15 minutes of processing the hire, but until the employee has a user ID established they will not be able to login to TIME.

## **Understanding Assignments and Funding**

If hiring an employee with a single assignment and a single funding source, enter 100%. All of the expenses associated with the work done on this assignment will be paid 100% against the accounting string that you've indicated.

If hiring an employee into a single assignment with multiple funding sources you'll need to fill this component out twice, once for each funding source. In this case the percentages entered should be relative to how you want the funding split between the two sources. For instance, if you want hours worked to be split evenly between two accounts then both accounting lines would have a percentage of 50. If you wished three-quarters of an assignments hours to be charged to one account and one quarter to another, you would need to enter percentages of 75 and 25.

Remember that you must distribute 100% of each earn code for which you establish funding on the Hire: Job Funding screen. For employees with multiple assignments, percentages are not relative to each other. Percentages are only relative to other percentages for that same assignment.

The funding percentage assigned to an accounting line of an assignment is calculated by first identifying all accounting lines associated with a unique work area/task combination. Divide the percentage entered on the e-doc for that accounting line by the sum of all the percentages associated with that work area/task combination.

For example:

You hire an hourly employee who will have multiple assignments on the same job. You want one assignment to be split funded and the other to be funded from a single account.

You enter the following accounting lines and percentages.

Work Area	Task	Account Number	Sub Account	Sub Object	Project	Org Ref ID	Percent
1	A	1912610	----	----	----	----	25%
1	A	1912611	----	----	----	----	25%
1	B	1036200	----	----	----	----	50%

This is a valid distribution because all the percentages added together equal 100. All hours worked on assignment 1/A will be split 50/50 between accounts 1912610 and 1912611. All hours worked on assignment 1/B will be paid 100% from account 1036200, because there are no other distributions of any kind for this assignment.

So the actual funding for the TIME Assignments Funding for this person would appear as:

Work Area	Task	Account Number	Sub Account	Sub Object	Project	Org Ref ID	Percent
1	A	1912610	----	----	----	----	50%
1	A	1912611	----	----	----	----	50%
1	B	1036200	----	----	----	----	100%

If you are unsure of whether or not you have completed your funding correctly, after clicking “Accept” on the Hire: Job Funding screen, click the “View Funding” link. This will show the funding you have entered into the e-doc, the default funding that will be saved to Peoplesoft and the funding associated with each TIME assignment.

## Terminations

If a Termination E-doc is processed for a current or past effective date, then any TIME assignments associated with the terminated job will be inactivated within 15 minutes after the routing of the E-doc. Future dated terminations will deactivate the assignment on the effective date of the termination.

There is no need to also deactivate the assignments for the terminated job.

## Adding a New TIME Assignment for an Existing Employee

If an employee already has a job in a Department using TIME, follow these instructions to add a new assignment.

**\*\*Note – Please refer to the “Timesheet Creation Process” on Page 10 when processing New TIME Hires.**

- Open the Maintain TIME Assignments E-Doc.
- Use the Job Lookup Screen to search for the Employee and job. Click the University ID beside the job record you are interested in.

**Maintain TIME Assignments: Document**

A "\*" beside a field indicates that the information is required.

Effective Date logic in PeopleSoft enables you to maintain an accurate history of information in the database. Effective dating allows you to store historical data, see changes in your data over time, and enter future data. See [System Online Support](#) for further information.

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\* **Effective Date:**       **Org Doc Number:**

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- Enter an effective date for the new assignment and click “Accept.” You may enter an Org Document Number if you wish—this field is for your use only and does not have any effect on the document.
- After clicking “Accept” the system will show you any current TIME assignments associated with this job.
- Click “Edit Accounting Line” to modify the funding for this employee’s regular earn code.
- Complete the accounting information on this page to indicate where the salary for this assignment should be charged. Only account number is required, all other accounting fields (Sub Account, Sub Object, Project Code and Org Ref Id) are optional.
- Complete the Percent and Work Area and Task fields to indicate how you’d like the employee’s assignments funded. For more information on assignments see Understanding Assignments and Funding of page 61.
- Click “Accept.”

**Please Note:** only Work Areas that were effective as of the effective date entered for this document will be available. Work Areas are also specific to either hourly or biweekly

employees. Employees can only be given a TIME assignment in a Work Area established for their employee type.

- Click “Route” and then “Confirm” to route this document.

**Routing:** This document will route to the Fiscal and Personnel Approvers and through any Organizational routing established. Final approval of Maintain TIME Assignment documents is performed by a campus-specific workgroup associated with that campus’ Payroll Office.

**Assuming the document used a current or earlier effective date, the TIME assignments made on this document will be available 15 minutes after the E-Doc is routed. This document does not need to be approved in order for the TIME assignments to become available.** If this employee currently has no TIME assignments it may take up to an hour after initiation for the system to generate a new timesheet and allow this employee access to TIME. If the document is disapproved during the routing the resultant TIME assignments will be terminated.

## Remove an Existing Assignment

The Maintain TIME Assignment E-Doc can also be used to delete existing TIME assignments.

- Open the Maintain TIME Assignments E-Doc.
- Use the Job Lookup Screen to search for the Employee and job. Click the University ID beside the job record you are interested in.
- Enter an effective date and click “Accept.” Use the date that you no longer wish this employee to be able to record hours in TIME for the deleted assignment. You may enter an Org Document Number if you wish—this field is for your use only and does not have any effect on the document.
- All the TIME assignments active as of the entered effective date will be displayed.
- Click the “Delete Earning” link for the assignment funding information you wish to delete. The screen will reload and the deleted assignment information will be gone.
- Repeat the step above for every assignment you wish to delete.
- Click “Route” and then “Confirm” to route the document for approval.

**Please Note:** When completing the Maintain TIME Assignments document the employee must have at least one TIME assignment or the document will not route. Also, 100% of regular earnings must be accounted for. To remove the last TIME assignment an employee has see “Removing an Employee from TIME” below.

**Routing:** This document will route to the Fiscal and Personnel Approvers and through any Organizational routing established. Final approval of Maintain TIME Assignment documents is performed by a campus-specific workgroup associated with that campus’ Payroll Office.

**Assuming the document used a current or earlier effective date, the TIME assignments deleted on this document will be removed 15 minutes after the E-Doc is routed. This document does not need to be approved in order for the TIME assignments to be removed.** If the document is disapproved during the routing the resultant TIME assignments will be reestablished.

## Editing an Existing Assignment

The Maintain TIME Assignment E-Doc can be used to edit an employee's existing assignments.

- Open the Maintain TIME Assignments E-Doc.
- Use the Job Lookup Screen to search for the Employee and job. Click the University ID beside the job record you are interested in.
- Enter an effective date and click “Accept.” Use the date on which you wish this change to take effect. You may enter an Org Document Number if you wish—this field is for your use only and does not have any effect on the document.
- All the TIME assignments active as of the entered effective date will be displayed.

<b>Chart :</b> BL	<b>Org :</b> RECS
<b>Account :</b> 1046202	<b>Sub Account :</b>
<b>Object :</b> 3500	<b>Sub Object :</b>
<b>Project Code :</b>	<b>Org Ref Id :</b>
<b>Percent :</b> 100.00	<b>Order :</b> 1
<b>Work Area :</b> 2911	<b>Task :</b> 0000
<a href="#">Edit Accounting Line</a>	<a href="#">Delete Accounting Line</a>

- Click the “Edit Accounting Line” link on the assignment that you wish to modify and you’ll be taken to the TIME Assignment screen where you can modify the assignment and funding information.
- Enter your changes and click “Accept.”
- Repeat this process with any other assignments you wish to modify.
- Click “Route” and then “Confirm” to route the document for approval.

**Routing:** This document will route to the Fiscal and Personnel Approvers and through any Organizational routing established. Final approval of Maintain TIME Assignment documents is performed by a campus-specific workgroup associated with that campus’ Payroll Office.


**Assuming the document used a current or earlier effective date, the TIME assignments modified on this document will be updated 15 minutes after the E-Doc is routed. This document does not need to be approved in order for the TIME assignments to be updated.** If the document is disapproved during the routing the resultant TIME assignments will revert back to their previous attributes.

## Editing Earnings Information

Earnings information, including Voucher Code, is normally set up as part of Job Funding when an employee is hired. Earnings information should be maintained for employees using the TIME system by completing a Maintain TIME Assignment e-doc.

**Please Note:** Making changes to Default Earnings information using a Maintain Funding E-Doc will delete any TIME assignments associated with that job. To ensure that TIME assignments are not inadvertently deleted, please use the Maintain TIME Assignment document for all such changes.


On the TIME Assignments page you will now see an “Edit Earning” link.

<b>Earn Code:</b> Regular Pay Hourly	<b>Voucher Code:</b> 4751 Hourly Staff Ba-BI	
<b>Funding Type:</b> Percent	<b>CSF Tracker:</b> <input type="checkbox"/>	
<a href="#">Add Accounting Line</a>	<a href="#">Edit Earning</a>	<a href="#">Delete Earning</a>
		
<b>Chart :</b> BL	<b>Org :</b> RECS	
<b>Account :</b> 1046202	<b>Sub Account :</b>	
<b>Object :</b> 3500	<b>Sub Object :</b>	
<b>Project Code :</b>	<b>Org Ref Id :</b>	
<b>Percent :</b> 100.00	<b>Order :</b> 1	
<b>Work Area :</b> 2911	<b>Task :</b> 0000	
<a href="#">Edit Accounting Line</a>	<a href="#">Delete Accounting Line</a>	

Selecting “Edit Earnings” will allow you to view and edit the Voucher Code and CSF Tracker eligibility for this earning. Note that all TIME assignments are funded by percent (as opposed to “amount”) so Funding Type is not an editable field.

## Maintain TIME Assignments: Earning

Please complete the form below and click the "Accept" button to add this Earning to the document. A "\*" beside a field indicates that the information is required.

**Effective Date:** 09/25/2006 **Earn Code:** Regular Pay Hourly  
**\* Voucher Code:**   Hourly Staff Ba-BI **Funding Type:** Percent  
**CSF Tracker:**

Accept

Cancel

**Voucher Code:** This determines what payroll voucher an employee's job will appear on. Only Voucher Codes belonging to the Department that owns this position will be available to choose from. Use the lookup screen to do a search or to see a list of all the available Voucher Codes.

Any changes made to the Default Earnings information will be updated after the Maintain TIME Assignments document is fully approved and saved to Peoplesoft.

## Removing an Employee from TIME

If an employee's job is terminated then all TIME assignments associated with that job will be terminated as well. If you wish to keep an employee's job active, but no longer wish to have that employee record their hours in TIME, you may process a Maintain Funding E-Doc to establish regular funding for that job. Once this document is routed all TIME assignments associated with that job will be terminated.

Other E-Docs that have a funding component, such as Maintain Job Data, Transfer Employee, and Maintain Pay Rate, may also be used to establish regular funding for an employee's job and remove them from TIME. For more information on this, see "Other E-Docs for TIME Employees" below.

## Other E-Docs for TIME Employees

TIME departments completing E-Docs that contain a funding component, such as the Maintain Job Data, Transfer Employee, and Maintain Pay Rate E-Docs will now see the "Fund in TIME" check box with the hourly job information.

<b>Employee Type:</b> H	<b>FTE:</b> 0
<b>Compensation Frequency:</b> H	<b>Paygroup:</b> HRR
<b>* Comp Rate:</b> <input type="text" value="10"/>	<b>Holiday Schedule:</b> HRNO
<b>Fund Using TIME:</b> <input checked="" type="checkbox"/>	

If you wish to maintain someone's funding outside of TIME (i.e. an hourly employee who will not use TIME to collect their hours information for this job) you will need to leave this box unchecked. If the box is checked then when the job information is accepted you will be prompted to make or edit TIME assignments for this employee.

***Please Note:*** Unchecking this box and maintaining funding outside of TIME will terminate all TIME assignments associated with this job.

## **HRMS Updates to TIME**

Most assignment changes will be reflected in TIME with 15 minutes of the document being routed. If the employee does not yet have a timesheet in TIME (that is, they have no other current TIME assignments), it may take up to one hour for the system to generate the employee's timesheet and allow them access to the system.

## **Subject Locking**

You may not initiate an E-Doc for an hourly employee if there is already an E-Doc for that employee that is still routing for approval unless the second E-Doc deals with a different Employee Record Number (i.e. a different hourly job). Once the pending E-Doc is fully approved (or disapproved) you may then complete and route a new E-Doc for that employee.

***Please Note:*** Exiting an incomplete E-Doc by using the "X" in the upper-right corner of the browser window will result in the subject of that E-Doc being locked. Using the back button on an E-Doc may also result in errors or subject locking. Subjects locked in this manner will be unlocked by a nightly batch process. To avoid this problem, please avoid use of the back button and use the "Cancel" button to exit an E-Doc that you do not wish to complete.