

IU Bloomington Hourly Quickstart Guide



Table of Contents

- Login** 1
 - Kiosk 1
- How to Record Hours** 1
 - Clock In/Out 1
 - Adding Notes 2
- Other Options**..... 3
 - To view a previous Timesheet..... 3
 - Notify Your Supervisor..... 3
 - Preferences 3

Login

To access TIME via direct links, navigate to: <https://www.fms.indiana.edu/time/links.asp>, choose **TIME Access (Employees)** and login.

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

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

Kiosk

Departments not using PCs will use Kiosks—computer’s dedicated to the TIME system. They are equipped with card readers and touch-screens.

1. Swipe your ID card at the login screen

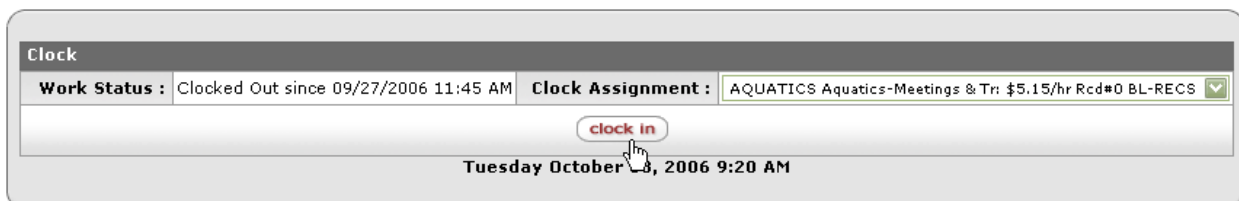
If you have card problems click the button on the screen and login with a username and password.

How to Record Hours

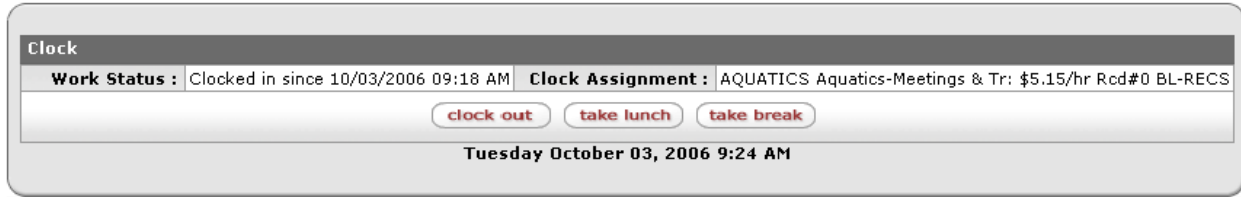
Clock In/Out

You will use TIME like an electronic time clock, clocking in when you arrive at work and clocking out when you leave. TIME will automatically put the hours recorded on your Timesheet. You can view your Timesheet but you cannot modify it except for On Call Hours.

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. (You may only have one assignment to choose from).



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



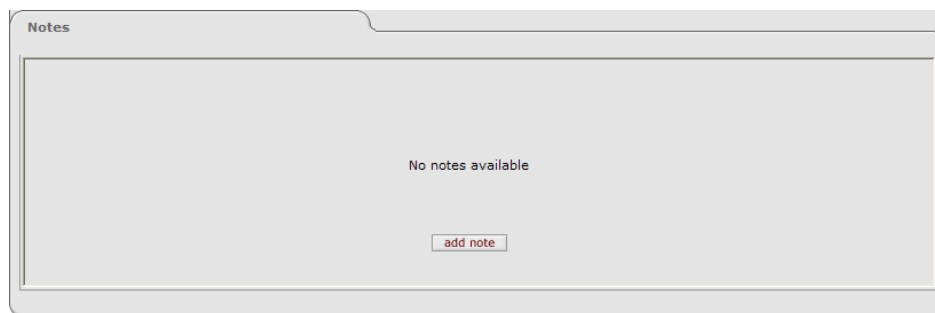
Once clocked in you can close the browser window.

When you are ready to clock out, log back into TIME and follow the same process. Some Departments may require their employees to check out for lunch and breaks. If so, separate buttons will appear here for these actions.

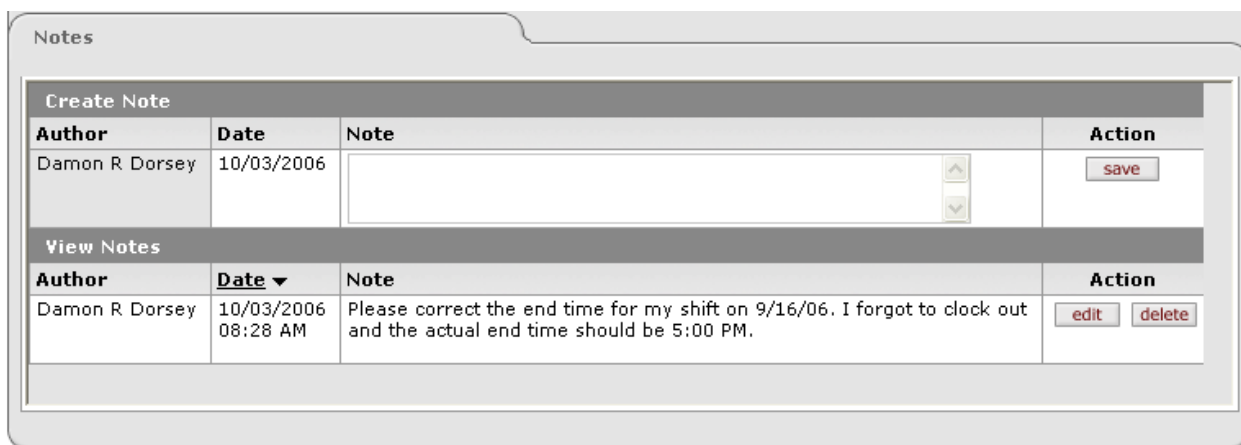
Adding Notes

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

To add a note when no notes exist, click the “Add Note” 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.



Other Options

Some additional options are available to you in Onestart. To access these options:

1. Navigate to: <https://www.fms.indiana.edu/time/links.asp>
2. Select "Time Access through Onestart"

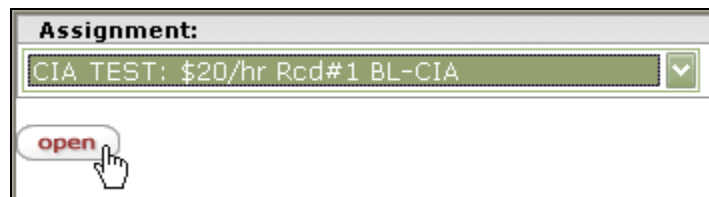
To view a previous Timesheet

Select the timesheet you wish to view from the "Other Timesheet" box and click "Open."

Notify Your Supervisor

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

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



TIME will generate a form for you to complete.

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

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

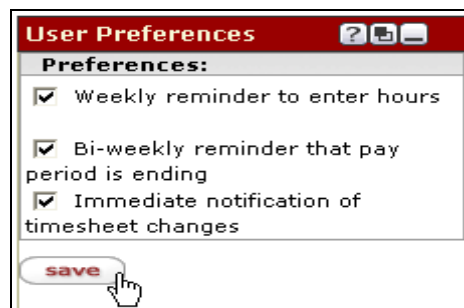
Subject: Type the subject of your message in this box.

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

Click "Submit" when you have completed your e-mail.

Preferences

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



The options include:

A weekly reminder on Friday to check your timesheet for accuracy and completeness, and if necessary make any corrections.

A biweekly reminder that the pay period is ending.

A message telling you that your timesheet has been modified, such as when a Supervisor makes corrections.

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