

# INDIANA UNIVERSITY



## **Time Information Management Environment**



## **Employee Quick Start Guide**

**Version 2.0**

10/13/2006

## How to Use This Guide

This guide provides basic information and a visual jump start to using the TIME system for employees. It includes directions for logging in, using TIME to record hours worked, and understanding an employee Timesheet.

Comprehensive system documentation for employees and other TIME users is available online at: <https://www.fms.indiana.edu/time/documentation.asp>

If you have a disability or need assistance with these training materials, arrangements can be made to accommodate most needs. On the Bloomington campus FMS Customer Service is located in Poplars 527, Bloomington, or you can send a message at <http://www.indiana.edu/~hrsis/HRMS/FMS/index.shtml>. On the IUPUI campus contact the Payroll office at [payroll@iupui.edu](mailto:payroll@iupui.edu) or (317) 274-7666.

## Logging In

To use TIME you must first login to the system using either a personal computer or a kiosk.

### **Personal Computer (PC)**

Use any computer running Windows XP or Windows 2000 with an internet connection running Internet Explorer 5.0 or above.

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.

### **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.

## ***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 at <http://www.indiana.edu/~hrsis/HRMS/FMS/index.shtml>, or for the IUPUI campus contact the Payroll office at [payroll@iupui.edu](mailto:payroll@iupui.edu) or (317) 274-7666.

## **How to Record Hours**

Your Department will tell you how you should record your hours worked, either by clocking in and out or by modifying a Timesheet.

### ***Clock In/Out***

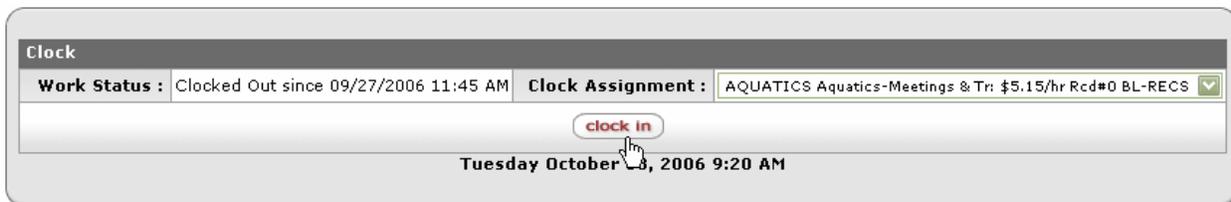
You will use TIME like an electronic time clock, clocking in when you arrive at work and clocking out when you leave. TIME will automatically put the hours recorded on your Timesheet. You can view your Timesheet but generally you cannot modify it unless you are a biweekly support staff employee who can add leave balance time such as vacation or sick days.

### ***Modify Timesheet***

You will use TIME like an electronic Timesheet, adding hours to your Timesheet any time after you have worked them. See page 9 for information on modifying your timesheet.

## **Clocking in and Out**

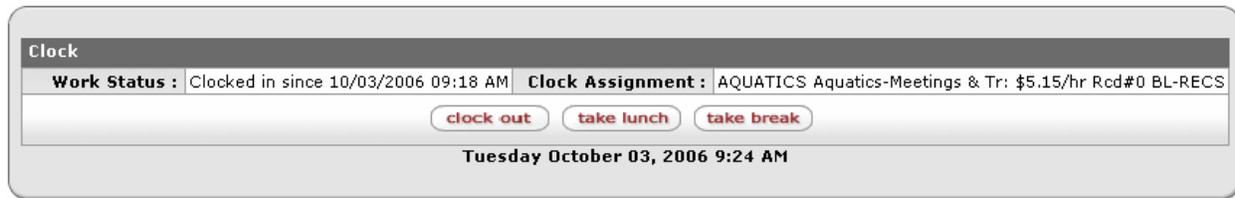
Employees who clock in and out to record their hours use the Clock In/Out button as shown below.



From the clock in/out menu, select the button that corresponds to the clock assignment that you are clocking in for (you may only have one assignment to choose from).

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.

**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.

## Anatomy of a Timesheet

**To view your current Timesheet:**

1. Navigate to: <https://www.fms.indiana.edu/time/links.asp>
2. Select “Timesheet Access”

**To view a previous Timesheet**

1. Navigate to: <https://www.fms.indiana.edu/time/links.asp>
2. Select “TIME Access through Onestart”
3. Select the timesheet you wish to view from the “Other Timesheet” box and click “Open.”

A sample Timesheet is shown on the following page.

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.

A sample timesheet is shown below.

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

Timesheet Document [?](#)

[feedback](#)

**Clock**

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

**Thursday September 28, 2006 9:39 AM**

[expand all](#)    [collapse all](#)

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

Hours Details
<a href="#">show</a> Sun, September 24, 2006
<a href="#">show</a> Mon, September 25, 2006
<a href="#">show</a> Tue, September 26, 2006
<a href="#">show</a> Wed, September 27, 2006
<a href="#">show</a> Thu, September 28, 2006
<a href="#">show</a> Fri, September 29, 2006
<a href="#">show</a> Sat, September 30, 2006
<a href="#">show</a> Sun, October 01, 2006
<a href="#">show</a> Mon, October 02, 2006
<a href="#">show</a> Tue, October 03, 2006
<a href="#">show</a> Wed, October 04, 2006
<a href="#">show</a> Thu, October 05, 2006
<a href="#">show</a> Fri, October 06, 2006
<a href="#">show</a> Sat, October 07, 2006

**Hours Summary**

Hours Summary	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Weekly	Period
	09/24	09/25	09/26	09/27	09/28	09/29	09/30	Total	10/01	10/02	10/03	10/04	10/05	10/06	10/07	Total	Total
<b>RGH: Regular Pay Hourly</b>																	
<b>RGN: Regular Pay Nonexempt Staff</b>																	
BW work area: \$25/hr Rod#2 BL-RECS			13.00		22.00			35.00								0.00	35.00
<b>Total Hours:</b>			13.00		22.00			35.00								0.00	35.00
<b>HAZ: Hazard Pay - 1.50</b>																	
Biweekly Test: \$2000/hr Rod#3 BL-RECS	8.00							8.00								0.00	8.00
<b>HBL: High Pay BL - 15%</b>																	
Biweekly Test: \$2000/hr Rod#3 BL-RECS		8.00						8.00								0.00	8.00
<b>HIN: High Pay IUPUI - .75</b>																	

**Jobs** [show](#)

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

**Notes**

## Document Header

The boxes in the upper-right hand corner 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.

**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 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

**Clock**

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

Thursday September 28, 2006 9:54 AM

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.

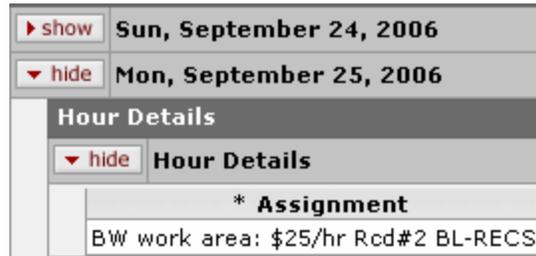
## Hours Details

This section of the timesheet shows each day of the pay period and the associated hours 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**

<input type="button" value="show"/>	Sun, September 24, 2006														
<input type="button" value="hide"/>	Mon, September 25, 2006														
<b>Hour Details</b>															
<input type="button" value="hide"/>	<b>Hour Details</b>														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>* Assignment</th> <th>* Earn Code</th> <th>Hours</th> <th>* Begin Time</th> <th>* End Time</th> <th>OT Earn Code</th> <th>OT Hours</th> </tr> </thead> <tbody> <tr> <td>BW work area: \$25/hr Rcd#2 BL-RECS</td> <td>RGN: Regular Pay Nonexempt Staff</td> <td>4.00</td> <td>07:00 AM</td> <td>11:00 AM</td> <td></td> <td>0</td> </tr> </tbody> </table>	* 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
* 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									
<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														

*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.



*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.

The screenshot shows a window titled 'Jobs' with a 'hide' button. Below the title bar is a section header 'Jobs' with a 'hide' button. Underneath is a sub-section 'Employee Record 1' with a 'hide' button. The record contains the following fields:

University Id :	0001097117	Employee Record :	1
Effective Date :	07/01/2006	Effective Sequence :	0
Action :	HIR	Business Unit :	IUBLA
Department :	BL-RECS	Location :	BL
Salary Plan :	SS	Grade :	0F
Standard Hours :	40	Paygroup :	BW1
Compensation Rate :	20	Fte :	1
Employee Status :	A	Job Indicator :	S
Employee Type :	E		

Below the employee record is an 'Assignments' section with a 'hide' button. It shows a single assignment:

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

## Notes

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

To add a note when no notes exist, click the “Add” button that appears in the notes section of the timesheet.

Once a note has been added it will display the existing notes and a blank box where you can enter a new note. Enter a new note in the blank note box and click “Save.” Use the “edit” or “delete” buttons to modify or remove an existing note that you’ve added.

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

## Modify a Timesheet

Some employee's will record their regular work hours by modifying their timesheet.

Employees who clock in and out cannot modify their timesheet, with the following exceptions:

Biweekly support and service staff can add leave balance time, such as sick, vacation or comp hours taken, to their timesheet .

Hourly and Biweekly employees who work callback shifts can record those shifts manually on the timesheet.

## Adding Hours to the Timesheet

1. Click the "Edit" link in the upper-left-hand corner of the timesheet. This will open a version of the timesheet you can modify.



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

▼ hide Tue, October 03, 2006									
Hour Details									
▼ hide Hour Details									
	* Assignment	* Earn Code	Hours	* Begin Time	* End Time	OT Earn Code	OT Hours	Actions	
▶ show Wed, October 04, 2006									

3. Select an Assignment and Earn Code.  
If recording regular work hours on your timesheet choose the first code in the drop-down list (these codes begin with "RG" and are described as Regular Pay codes).

For more on earn codes see page 11.

4. 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.

Hour Details							add
▼ hide Hour Details							
* Assignment	* Earn Code	Hours	* Begin Time	* End Time	OT Earn Code	OT Hours	Actions
BW work area: \$20/hr Rcd#1 BL-RECS ▼	RGN: Regular Pay Nonexempt Staff ▼		8 : 00 AM ▼	12 : 00 PM ▼			delete

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

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

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

### To delete an existing time block:

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

### ***Closing without Saving***

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

## Earn Codes

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

Earn Code	Title	Description	Enter Hours or Begin/End Time
ABS	NO PAY--Absent without Benefits	Biweekly Support and Service Staff Only. Use if you were absent from work and have no other leave balance time available or appropriate for use.	Enter Hours
AFL	NO PAY--Absent without PAY-FMLA	Biweekly Support and Service Staff Only. Use only if you are on Family Medical Leave, were absent from work and have no other leave balance time available or appropriate for use.	Enter Hours
BHS	Benefit Hours Supplement	Biweekly Support and Service Staff Only.	Enter Hours
CAL	Call Back Overtime	Biweekly Support and Service Staff Only. Used only if you were called back in to work and not scheduled.	Enter Begin and End Time
CPT	Comp Hours - Reduce Accrual	Biweekly Support and Service Staff Only. Used to reflect the use of accrued compensatory hours.	Enter Hours
HFL	Holiday Hours Taken-FMLA	Biweekly Support and Service Staff Only. Use only if you are on Family Medical Leave, to reflect the use of accrued holiday hours.	Enter Hours
HTK	Holiday Hours - Reduce Accrual	Biweekly Support and Service Staff Only. Used to reflect the use of accrued holiday hours.	Enter Hours
<b>OC1</b>	On Call - 1.50	Hourly and Biweekly Support and Service Staff. Use if you are on call.	Enter Begin and End Time
<b>OC2</b>	On Call - 2.00	Hourly and Biweekly Support and Service Staff. Use if you are on call.	Enter Begin and End Time
SCK	Sick Nonexempt	Biweekly Support and Service Staff Only. Used to reflect the use of accrued sick hours.	Enter Hours
SFL	Sick Nonexempt - FMLA	Biweekly Support and Service Staff Only. Use only if you are on Family Medical Leave, to reflect the use of accrued sick hours.	Enter Hours
UNB	Union Business	Biweekly Support and Service Staff Only. Used to reflect hours spent conducting union business.	Enter Hours
VAC	Vacation	Biweekly Support and Service Staff Only. Used to reflect the use of accrued vacation hours.	Enter Hours

VFL	Vacation - FMLA	Biweekly Support and Service Staff Only. Use only if you are on Family Medical Leave, to reflect the use of accrued vacation hours.	Enter Hours
WTH	Weather	Biweekly Support and Service Staff Only. Use only if your campus has declared a weather day within this pay period and you were not at work due to adverse weather.	Enter Hours
TDP	Daily Overtime Paid	Biweekly Support and Service Staff eligible for daily overtime only. Use only if hours worked outside your schedule will be compensated as overtime.	Enter Begin and End Time
TDC	Daily Overtime - Comp Hours	Biweekly Support and Service Staff eligible for daily overtime only. Use only if hours worked outside your schedule will be compensated as compensatory time.	Enter Begin and End Time
TUH	TIME--Unallocated Hours	Biweekly Support and Service Staff Only. Use this earn code if you are uncertain which code accurately reflects the type of time you are recording. You will be prompted to add a note to your timesheet explaining what this time represents.	Enter Begin and End Time

## Other Options

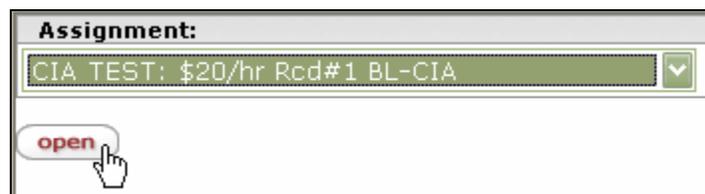
Some additional options are available to you in Onestart. To access these options:

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

## 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.

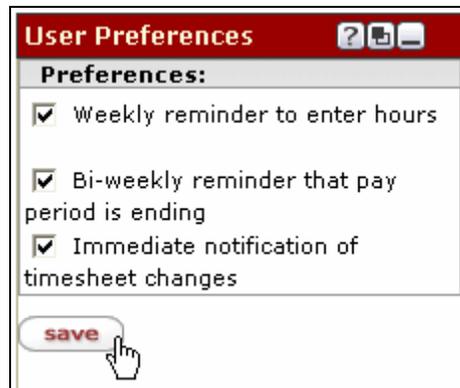
Subject: Type the subject of your message in this box.

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.