

Implementing TIME

1. Contact the appropriate TIME campus coordinator.

IUB: Becki Campbell, rcampbel@indiana.edu

IUPUI: Cindy Arend, carend@iupui.edu

Otherwise, contact Dean Barrett, dbbarret@indiana.edu.

These individuals can give you basic information about implementation and answer any initial questions you might have.

2. Enroll Payroll Manager, Payroll Processors, Supervisors and Reviewers in training.

The training schedule for TIME is available online here: <https://www.indiana.edu/~ips/hrmsregistration/> (Select the appropriate training location, TIME as the module and click “search”).

3. Determine if kiosks are needed

If employees who will be using TIME have regular access to computers your department will likely not need to set up dedicated machines (called kiosks) for their use. If kiosks are needed, contact dbbarret@indiana.edu for instructions on setting up kiosks. You may need to order card readers for your kiosks, in which case you’ll want to act quickly so that you’re not delayed by equipment needs.

1. **Attend Training**
2. **Establish Roles**

Let your campus coordinator know who your department’s Payroll Managers should be. We will establish the Payroll Manager role(s) for your department and notify you when that setup is complete.

Also provide the campus coordinator a list of your intended “Supervisors,” “Payroll Processors,” and (optionally) “Reviewers.” All users in these roles must have a UITs user agreement on file (this form is available online here: <http://datamgmt.iu.edu/ua.pdf>). We will confirm with Security Accounts that these users have agreements on file and establish IUIE access to TIME reports at this time.

6. Establish Work Areas

Determine how many work areas you will need for hourly and biweekly employees (remember you cannot mix both hourly and biweekly employees in the same work area). Payroll Managers can use “Department Maintenance” to create work areas as described in the TIME User Manual.

Please do not future-date work areas. Create them with an effective date equal to or prior to the current date.

Each work area must have at least one Supervisor and Payroll Processor assigned. You can also establish Tasks at this point if you have decided to use this optional designation.

7. Establish Rules for your Department

The Payroll Manager should consider the following rules when creating new work areas:

Time Collection Method: Select the method that corresponds to the campus time collection decision for that group of employees. Consult your Campus Coordinator if you do not know the appropriate method for your employees.

Clock Location Rule: Set up this rule only if you wish to establish specific IP addresses where employees should be clocking in and out and generate exceptions when they take clock actions elsewhere.

Department Lunch Rule: For synchronous employees use this rule to determine if employees should check in and out for lunch or if you wish an automated lunch deduction to be applied automatically to shifts that are 6 or more hours long.

Hourly Hours Rule: Use this rule if you wish to determine minimum and maximum daily and weekly hours for your hourly employees. These limits will be used to generate exceptions.

For more information on rules, consult the TIME User Manual, under Payroll Manager Options.

8. Create TIME Assignments

Process a Maintain TIME Assignment e-doc for each employee that will use TIME to associate them with one or more work area and task combinations. If employees have multiple jobs within your department (such as hourly employees paid at different rates) you will need to do one Maintain TIME Assignment e-doc for each job. Make these documents effective at the beginning of the pay period the employee will begin using TIME.

Consider creating these documents on or before the Thursday preceding the start of the first pay period for which the employees will be using TIME. A batch process generates timesheets for employees with active assignments for the pay period on Thursday night and this will ensure that the employees have timesheets automatically created for the coming period.

Hourly employees can have multiple TIME assignments associated with the same job. Biweekly support and service staff can only have a single assignment associated with each job.

These e-docs will route to the appropriate fiscal and personnel approvers, so you may wish to notify these individuals that they will see these new document types coming to them for approval.

9. Familiarize your employees with TIME

We do not offer direct training for employees using the TIME system. Training documentation for employees is available in the form of an Employee Quickstart Guide available on the TIME Support documentation page: <https://www.fms.indiana.edu/time/documentation.asp>

Tips/Suggestions

After work areas and assignments have been established provide each supervisor, payroll processor and reviewer with a list of employees and their associated assignments and work areas. This information can be retrieved easily using the "Employee Data" report in IUIE. This information can assist these users when trying to locate employee timesheets via the Document Search interface.

Notify supervisors of when they should have their timesheets approved in order to give the payroll processors ample time to complete their approvals. Also let them know what actions they should take if they will not be present during a timesheet approval period. They can establish their own delegations or the Department Payroll Manager can establish delegates for them. Information about delegation is available in the TIME User Manual.

On the Thursday following your first extract of data into TIME, run the Payroll Hours Data report in IUIE and see if things look correct. This report can be a valuable tool for spotting over or under payments that didn't get caught on the timesheet.