Implementing TIME (IUB)

If on the IUB campus contact:
Becki Campbell, rcampbel@indiana.edu
Otherwise, contact Dean Barrett, dbbarret@indiana.edu.

This individual can give you basic information about implementation and answer any initial questions that you might have.

***Please read the following Bloomington campus TIME collection method decision before starting the following implementation steps.**

Bloomington campus time collection method decision

Each campus was asked to make a decision regarding consistently applying a time collection method for their groups of employees that will use the TIME system. After discussions between University Human Resources, Financial Management Services and the Office of Budgetary Administration and Planning, the Bloomington campus has made the following decision in regards to time collection method:

Hourly employees will use a synchronous time collection method (clock in/out).

Biweekly support and service staff that currently record their hours by clocking in and out will also use a synchronous (clock in/out) method of time collection.

All other biweekly support and service staff will use an asynchronous (timesheet) method of TIME collection.

2. Enroll Payroll Manager, Payroll Processors, Approvers 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.

4. Attend Training

5. Establish Roles

Let Becki Campbell (rcampbel@indiana.edu) know who your department’s **Payroll Managers** should be. We will **establish the Payroll Manager role(s**) for your department and notify you when setup is complete.

E-mail Becki @ rcampbel@indiana.edu with a list of your intended **“Payroll Managers “Payroll Processors,” “TIME Approvers”** (Supervisors) and **Reviewers”** (optional) including **Name, Username, Employee ID # and TIME role.**

Be sure to notify the persons assigned to these roles before requesting their TIME access.

All users must have a UITS user agreements on file for access to be completed.
This form is available online @: 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 can not mix both hourly and biweekly employees in the same work area**. Payroll Managers use **"Department Maintenance**"

https://onestart.iu.edu/my- prd/Portal.do?focused_id=2741 to **create work areas** (**use current date**) as described in the TIME user Manual. http://www.fms.indiana.edu/time/documentation.asp

Please DO NOT future date work areas, create them with a current date.

Each work area must have at least one TIME Approver 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. Currently the Bloomington campus asks that all **hourly employees be synchronous (time clock)** and **all biweekly support and service staff be asynchronous (timesheet)** unless they were previously recording hours using some kind of time clock method.

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:
http://www.fms.indiana.edu/time/documentation.asp

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.

Time assignment E-docs need to be "completed" by the Thursday prior to the start of the new pay period.

The effective date of the e-docs should be Sunday, the start of the first pay period for which the employees will be using TIME.

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.**

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 Up-coming period.

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:

FMS does not offer direct training for employees using the TIME system. Training documentation For employees is available in the form of an Employee Quick start Guide available on the TIME Support documentation page: https://www.fms.indiana.edu/time/documentation.asp

We recommend the following:

After work areas and assignments have been established, provide each approver, payroll processor and the 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 TIME Approvers 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**. http://www.fms.indiana.edu/time/documentation.asp

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.