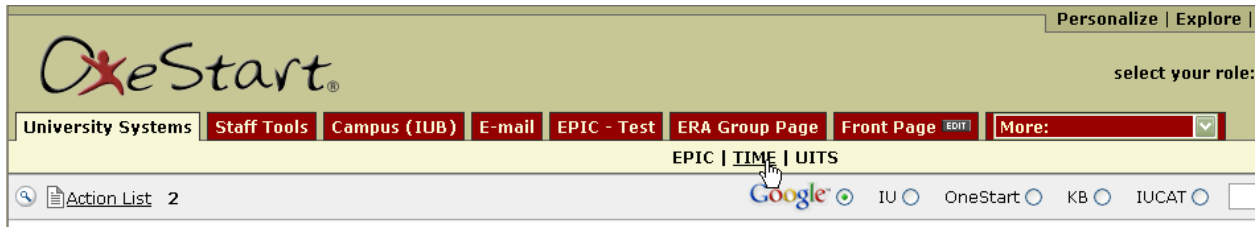


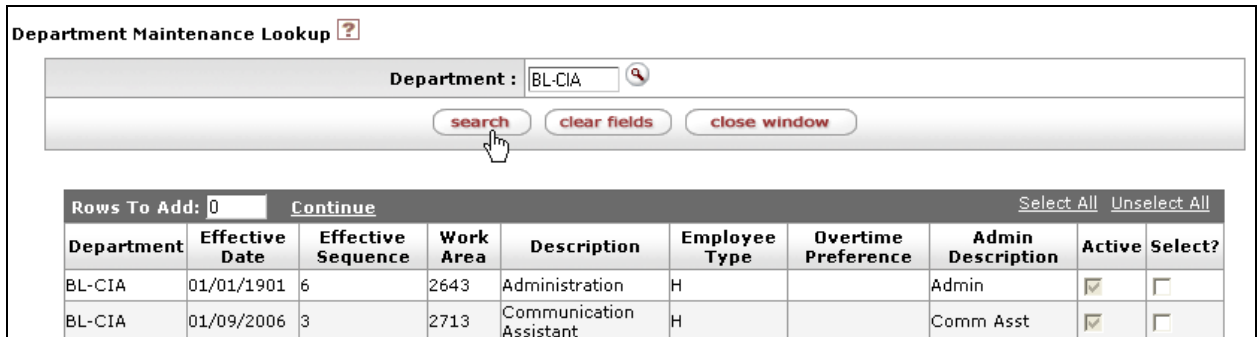
How to Build A Work Area \*\* See *Work Area Worksheet* online\*\*



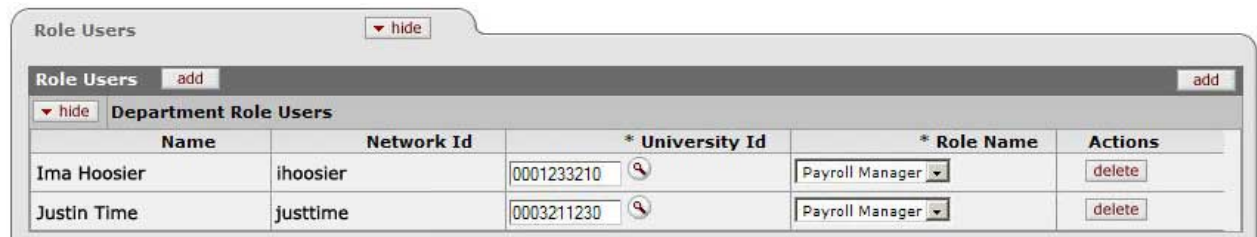
1. Once you have received notification of access to the TIME Administration page from System Administrators (usually from Becki Campbell), you are now considered the **Payroll Manager** and can create work areas as well as set up Payroll Processors or TIME Approvers/Supervisors.
2. Go to the TIME Administration page in **OneStart** (see below) at [https://onestart.iu.edu/my-prd/Portal.do?focused\\_id=2741](https://onestart.iu.edu/my-prd/Portal.do?focused_id=2741)



3. Click the **Department Maintenance** link.



4. Enter **Dept ID** (example: BL-BUS)
5. Enter **1** in the dark grey field "Rows to Add"
6. Click **Continue**
7. Your name will already be on the page as the Payroll Manager.



8. System will generate **Work Area** number. Make note of this on your worksheet, you will need it later.

Work Areas ▼ hide

Work Areas		add	
Work Area :	3502	* Description :	Graphic Designer
* Employee Type :	Hourly	Overtime Preference :	Select Overtime Preference
Admin Description :	Graphic Designer	* Effective Date :	07/15/2007
Effective Sequence :	0	* Active :	<input checked="" type="checkbox"/>
User University Id :	0001000101	Timestamp :	07/17/2007 02:54 PM
<span>delete</span>			

9. Enter a **Description**. This is what your employees see when entering hours on their timesheets.
10. Choose an **Employee Type** (Biweekly or Hourly) You **cannot mix** both hourly and biweekly employees in the same work area.
11. Please **DO NOT** future date work areas, create them with the **current** date in the **Effective Date** field.
12. If **Biweekly**, you will need to choose whether their overtime defaults to OVT or CPE. If the employee wants to use something else, the TIME Approver or Payroll Processor can change this on the timesheet.  
If **Hourly**, ignore this preference.
13. You can also enter an **Admin Description**, which is a description that shows up on departmental reports. (This should be something that would make sense to you.) *It is an optional field.*
14. For Biweekly employees you will need to set up the **Time Collection Rule** for each Biweekly work area. This Rule is also on the Time Administration Page in OneStart. You will enter your Dept ID, Enter 1 "Row to Add." Once the page loads you only need to re-enter the Dept ID and one of the biweekly work areas and then save. You are just saving the fact that this work area does not (unchecked) "require clock use".
15. You then set up your **TIME Approvers** and **Payroll Processors** for this particular work area. This will be the people approving the employees in this work area. You must have one person in each role. You can have more than one person in each role.

Role Users add

▼ hide Work Area Role Users

Name	Network Id	* University Id	* Role Name	Actions
Tina Trainer	2trainu	0001231230	Payroll Processor	<span>delete</span>
Ima Hoosier	ihoosier	0001233210	Payroll Processor	<span>delete</span>
Justin Time	justtime	0003211230	TIME Approver	<span>delete</span>

16. You can also add **Tasks** to further sub-divide the work area for employees paid from multiple accounts.

Tasks add

▼ hide Tasks

Task	* Description	Admin Description	Actions
3335	Reading Team	Reading	<span>delete</span>
3336	CHE	CHE	<span>delete</span>
3337	PBP/Core Standards	PBP/Core Standards	<span>delete</span>

save close window