

IU Bloomington Biweekly TIME User Guide



Table of Contents

- Biweekly Quickstart Guide..... 1**
- Login..... 1
- Kiosk..... 1
- Adding Hours to the Timesheet 2
- To modify the details of an existing time block 3
- To delete an existing time block..... 3
- Closing without Saving a Timesheet..... 3
- Earn Codes 3**
- Anatomy of a Timesheet..... 5**
- Document Header 6
- Feedback Link..... 6
- Timekeeping Policy 6
- Hours Details..... 6
- Hours Summary 7
- Jobs..... 7
- Leave Balances..... 8
- Adding Notes..... 8
- Other Options 8**
- To view a previous Timesheet 8
- Notify Your Supervisor 9
- Preferences..... 9

Biweekly Quickstart Guide

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.

Or, in OneStart (<http://onestart.iu.edu>) login, go to the **Action List** at the top of any page.

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.

Swipe your ID card at the login screen

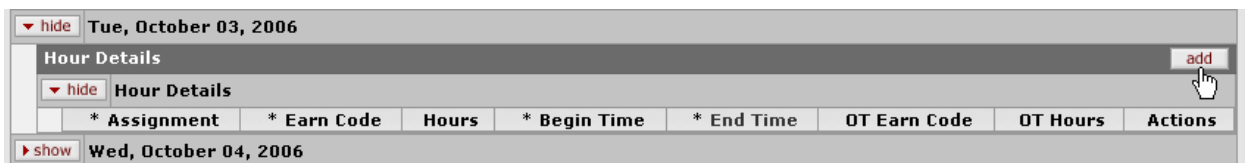
If you have card problems click the button on the screen and login with a username and password.

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 **Hour Details** section, open the day you wish to add hours to and click the **Add** button to the far right.

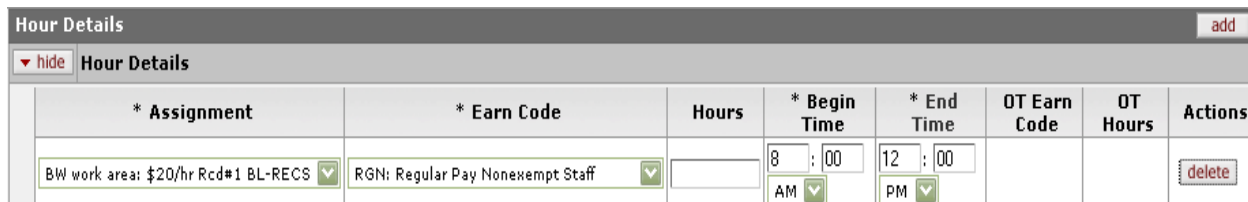


3. Select an **Assignment** and **Earn Code**.

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 all other codes see pages 3 - 4).

Also, if the earn code you need to use is not available to you, use TUH (TIME--Unallocated Hours). You will be prompted to enter a **Note**. Your Supervisor or Payroll Processor will need to change the earn code to a valid earn code that is only available to them.

4. After selecting an **Earn Code** the fields to the right may change as some earn codes only collect hours (such as earn codes that record time off for biweekly employees) while most require a begin and end time. (To see whether to enter hours OR Begin/End Time, see pages 3 and 4 for list of Earn Codes)
5. Enter the **Hours** OR **Begin Time** and **End Time** as is appropriate. (To see whether to enter hours OR Begin/End Time, see pages 3 and 4 for list of Earn Codes)
6. Any Overtime will be calculated automatically by the TIME system once you have worked 40 hours for the week. You will not have the option to enter OVT. See your Supervisor or Payroll Processor with questions regarding OVT or CPE.



7. 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.

Note: ** To delete a row that you have not completed yet, you need to "complete it to delete it". The system will not accept 0:00 as a valid time. ** The line has to be valid to be able to click the delete button.

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 **Hour 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 **Hour 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 a Timesheet

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
OC1	On Call - 1.50	Hourly and Biweekly Support and Service Staff. Use if you are on call.	Enter Begin and End Time
OC2	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

Anatomy of a Timesheet

Every employee in the TIME system has one timesheet for each pay period. Each Indiana University pay period for a biweekly employee is two weeks long (beginning and ending at midnight on Saturday). 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.

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

Timesheet Document [?](#) [feedback](#)

Clock

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

Thursday September 28, 2006 9:39 AM

Hours Details

<input type="button" value="show"/>	Sun, September 24, 2006
<input type="button" value="show"/>	Mon, September 25, 2006
<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
<input type="button" value="show"/>	Fri, September 29, 2006
<input type="button" value="show"/>	Sat, September 30, 2006
<input type="button" value="show"/>	Sun, October 01, 2006
<input type="button" value="show"/>	Mon, October 02, 2006
<input type="button" value="show"/>	Tue, October 03, 2006
<input type="button" value="show"/>	Wed, October 04, 2006
<input type="button" value="show"/>	Thu, October 05, 2006
<input type="button" value="show"/>	Fri, October 06, 2006
<input type="button" value="show"/>	Sat, October 07, 2006

Hours Summary

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

Jobs

Leave Balances

Notes

Document Header

The boxes in the upper-right hand corner collect basic information about this timesheet document.

Document Id : 1020712	Pay End Date : 10/07/2006
University Id : 0000476696	Name : 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.

Timekeeping Policy

At the top of each timesheet is the following statement. You can click on the underlined link and be taken to the complete policy. Each timesheet is governed by this policy.

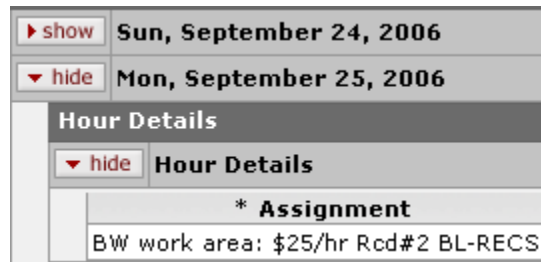
Each employee is responsible for accurately recording their time and attendance hours using the TIME system. Use of this timesheet is governed by the Timekeeping Policy available for review at <http://www.indiana.edu/~vpcfo/policies/payroll/iv-270.html>

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.

expand all collapse all																				
Hours Details ▼ hide																				
Hours Details																				
▶ show Sun, September 24, 2006																				
▼ hide Mon, September 25, 2006																				
Hour Details																				
▼ hide Hour Details																				
<table border="1"><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														
▶ show Tue, September 26, 2006																				
▶ show Wed, September 27, 2006																				
▶ show Thu, September 28, 2006																				

Show and **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 **Hour Details** section, **Show** and **Hide** buttons may be nested in each other.



Expand All and **Collapse All** Buttons: To open all the days in the **Hour Details** section, click the **Expand All** button. To close all days, click **Collapse All**.



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																	
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
RGN: Regular Pay Nonexempt Staff																	
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
Total Hours:	9.00	4.00	12.00	12.00	3.00			40.00								0.00	40.00
CPE: NO PAY-Comp Hours Earned																	
BW work area: \$25/hr Rcd#2 BL-RECS					15.00	4.50		19.50								0.00	19.50

Jobs

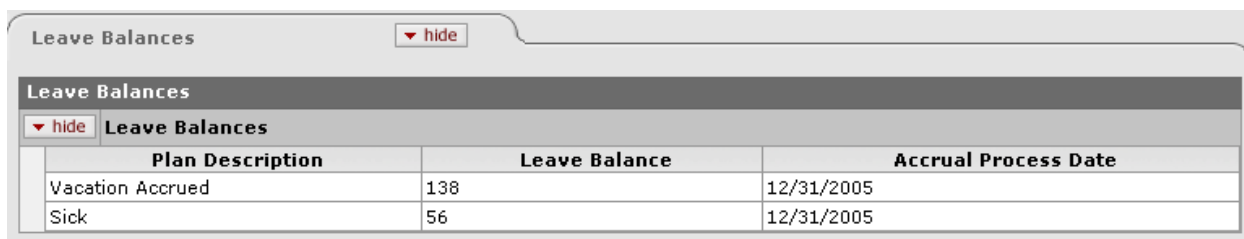
This section collects information about this employee’s jobs and their associated TIME assignments. Assignments associated with a particular job appear directly under it in this tab.

Jobs								
Jobs								
Employee Record 1								
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 :	OF					
Standard Hours :	40	Paygroup :	BW1					
Compensation Rate :	20	Fte :	1					
Employee Status :	A	Job Indicator :	S					
Employee Type :	E							
Assignments								
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.

The balances that appear here are current as of the **Accrual Process Date**.



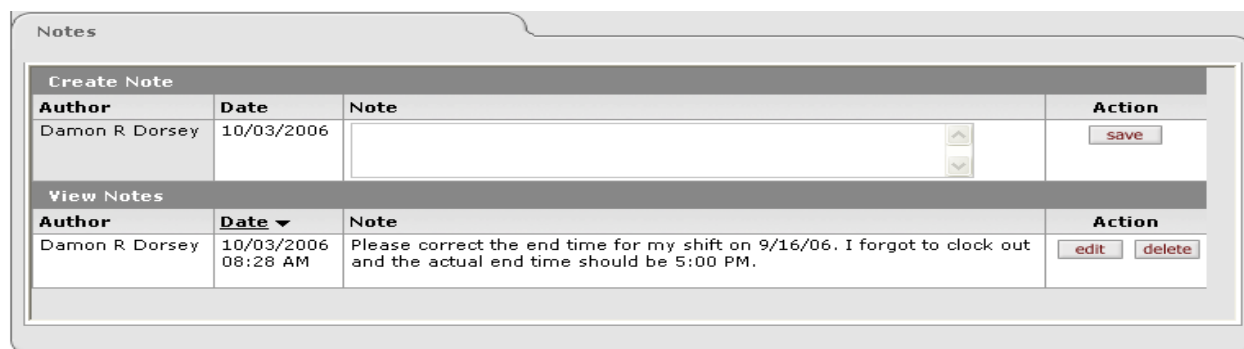
Plan Description	Leave Balance	Accrual Process Date
Vacation Accrued	138	12/31/2005
Sick	56	12/31/2005

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** 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.



Author	Date	Note	Action
Damon R Dorsey	10/03/2006		<input type="button" value="save"/>

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"/>

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 (All Users)**

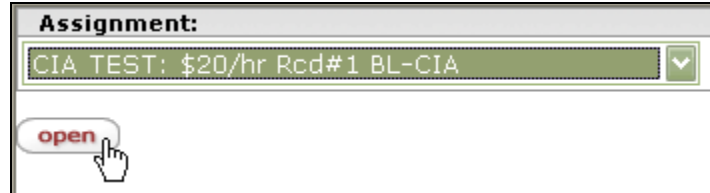
To view a previous Timesheet

1. Navigate to: <https://www.fms.indiana.edu/time/links.asp>
2. Select **Time Access through OneStart (All Users)**
3. 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.

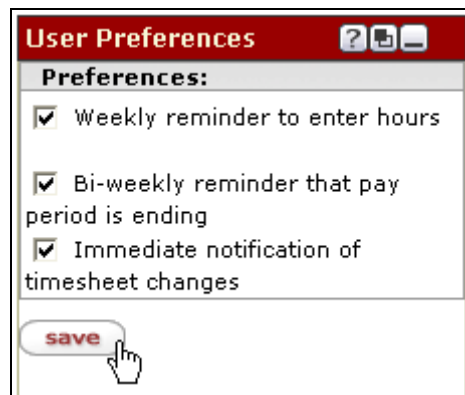
Subject: Type the subject of your message in this box.

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.