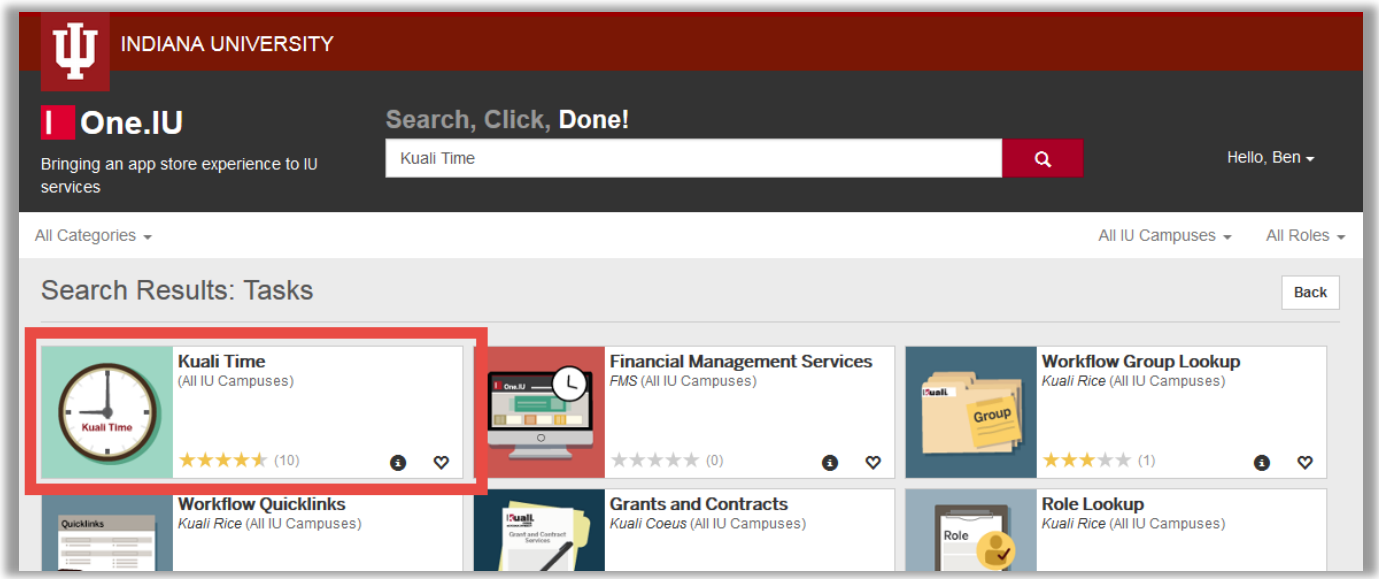
Kuali Time Quick Start Guide: Manual Entry

Open Timesheet

1. Login to One.IU at https://one.iu.edu
2. Search for "Kuali Time" and click the **Kuali Time** tile in the search results

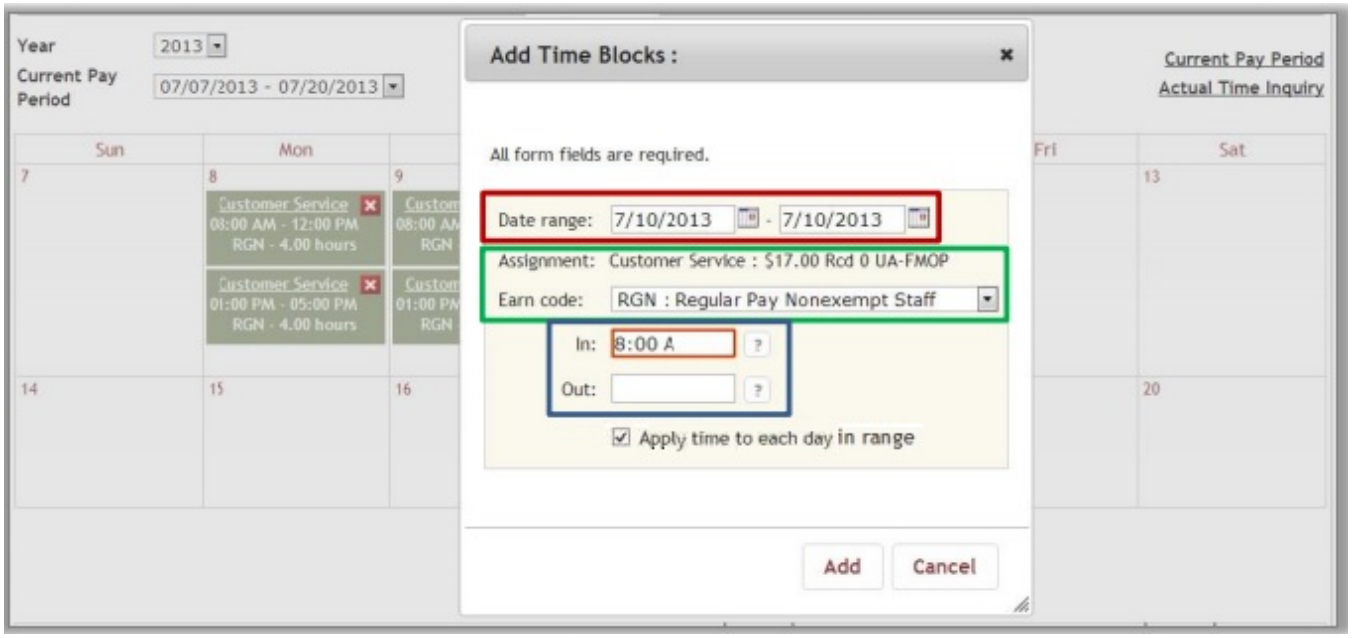


Enter Time

Timesheet opens to Time Detail tab; other functional tabs that are specific to your roles in Kuali Time will be displayed.

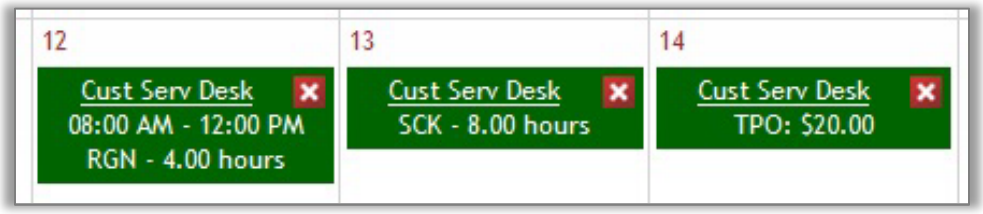
The "Time Detail" tab includes a calendar view of the 14 day pay period. Hours worked must be entered daily per Recording of Timekeeping in Time Policy, IV-270.

1. Click on the day to enter time for that day.
2. 'Add Time Blocks' box opens.
   - Enter date range to enter more than one day of PTO or sick (red box).
   - If entry is for an overnight shift (e.g., 11:00 PM to 2:00 AM), change the date in second 'Date Range' field to the next day, and uncheck the 'Apply time to each day in range' checkbox (red box).
   - Select the appropriate 'Assignment' and 'Earn code' from the drop-down lists. If you only have one assignment, you will not have the option to select another (green box).
   - Enter 'In' and 'Out' time (blue box). Otherwise, enter total 'Hours' when prompted. The earn code selected determines how your time should be entered.
3. Click Add button to complete time entry (added time blocks will display on the calendar).



Modify Time Entry

1. On pay period calendar, click on underlined assignment name (red box).
2. This reopens the 'Add Time Blocks' box.
3. Make necessary corrections.
4. Click **Update**.



5. Verify that time blocks are correct in the Summary section

Delete Time Entry

1. On the pay period calendar, find the time block you want to delete, and click the red and white 'X' button in the upper right-hand corner of the time block.
2. Verify the hours are correct in the Summary section.

View Summary of Hours Worked

On the "Time Detail" tab there is a section showing a summary of hours recorded for that timesheet.

- Displays hours entered by assignment, by day, and by earn code. Assignments are color-coded for easy viewing.
- Displays a running weekly and pay period total.

Summary

	Sun 09/30	Mon 10/01	Tue 10/02	Wed 10/03	Thu 10/04	Fri 10/05	Sat 10/06	Week 1	Sun 10/07	Mon 10/08	Tue 10/09	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Week 2	Period Total
Worked Hours:	0.00	15.58	0.00	0.00	0.00	0.00	0.00	15.58	0.00	9.00	9.00	9.00	9.50	9.00	0.00	45.50	61.08
RGH: Regular Pay Temporary																	
Cust Serv Desk : $16.00 Rcd 0 UA-FMOP		15.50						15.50									15.50
Bus Office : $18.00 Rcd 1 BL-CHEM		0.08						0.08									0.08
Lab : $18.00 Rcd 1 BL-CHEM										9.00	9.00	9.00	9.50	3.50		40.00	40.00
Summary Reg Pay Totals		15.58						15.58		9.00	9.00	9.00	9.50	3.50		40.00	55.58
OVT: Overtime 1.5X																	
Lab : $18.00 Rcd 1 BL-CHEM														5.50		5.50	5.50
Summary Overtime Totals														5.50		5.50	5.50

View Leave Accruals

If your position earns benefit time (PTO, vacation, sick), click on Leave Accrual tab at top of the Kuali Time application to view these accruals.

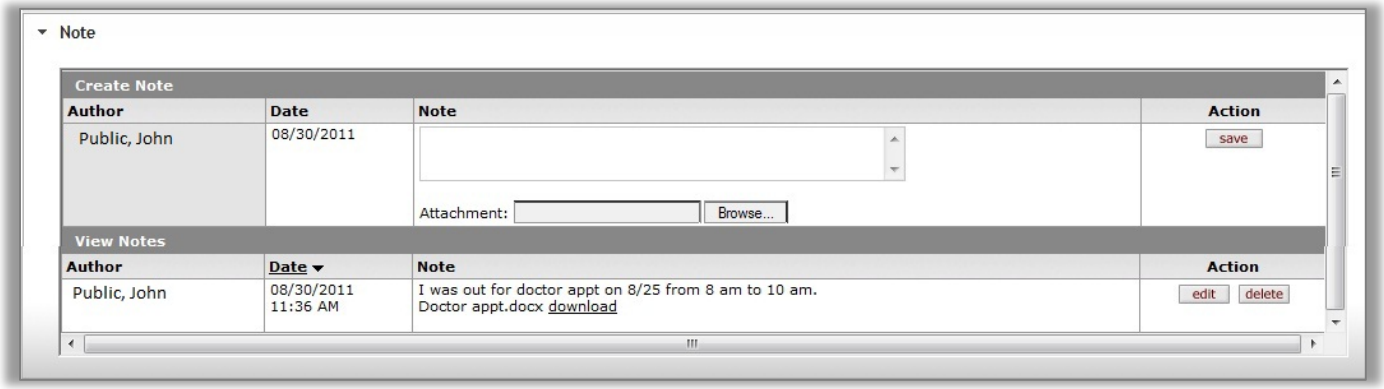
- Balances are imported from the HRMS Payroll System, so they may not reflect your current totals.
- You will receive a warning on your timesheet if you attempt to use more than your available balance.
- Check with your supervisor or departmental payroll processor if you have any questions about your accrual balances or how you can use them.

Accrual Category	Yearly Carryover	Hours Accrued	Hours Taken	Hours Adjust	Total Hours ?	Effective Date
Sick(50)	367.88	51.8	36.08	0	383.60	07/06/2013
Vacation/PTO Accrued(51)	253.55	124.88	61.63	0	316.80	07/06/2013
Vacation/PTO Available(5V)	253.55	124.88	61.63	0	316.80	07/06/2013
Holiday Hours(5X)	0	0	0	8	8	07/06/2013
Compensation Hours(5Y)	0	0	3.12	3.12	0.00	07/06/2013

Important note: "Hours Adjust" column will populate if you accrue more hours than you are allowed to take in a year. It also populates, and may show negative hours, when you transfer hours from one leave bank to another (PTO to SCK, SCK to VAC), or take sick, vacation or PTO hours coded as FMLA (SFL, PFL, VFL, etc.).

Add Timesheet Notes

1. Click on the "Note" section to expand it.
2. In the Note textbox that appears, type a note and click **Save**.



Once a note has been added, the timesheet displays that note and provides a blank textbox where you can enter and save a new note. You can also add an attachment, such as a Word, Excel or email file to a note:

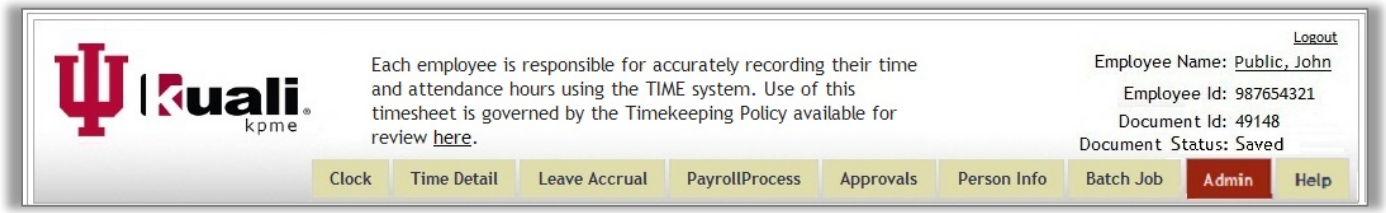
1. In the “Attachment” field just below the Note textbox, click **Browse...**
2. If you are using Internet Explorer, this opens the 'Choose File to Upload' dialog box. If you are using Firefox, this opens the ‘File Upload’ dialog box. If you are using Chrome, this opens the ‘Open’ dialog box.
3. Select the name of a file to upload and click Open.
4. Verify the Attachment field shows the selected file is ready to upload, then click Save. The title of the file you attached will appear next to a download link.

Other Kuali Time users, such as your timesheet approvers, can click the download link to view the attached file.

Get Help and Report Problems

1. Click the Help tab on your timesheet to view video demonstrations and online documentation.
2. Contact your supervisor if you have questions, can’t log in, or need corrections to your timesheet.
3. Submit a question via the Time Support form if further assistance is needed: https://fms.iu.edu/support

Log Out



Click **Logout** at top right of page.