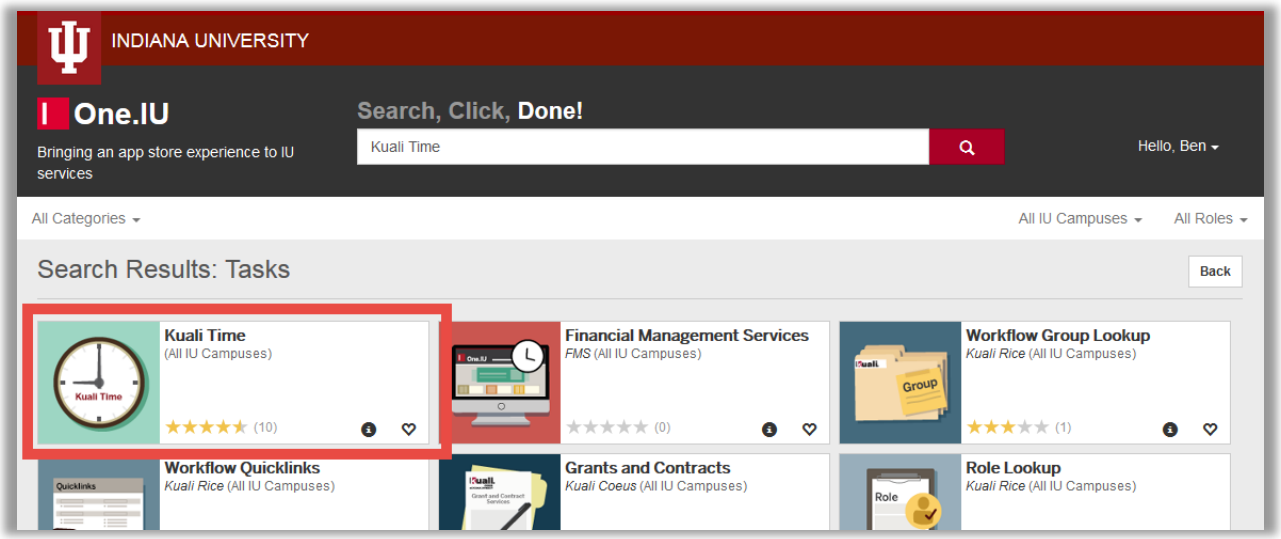
# Kuali Time Quick Start Guide:
# Viewing, Entering and Editing Leave Hours

## Open Kuali Time

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.



# Viewing Your Leave Accrual Hours

If your position qualifies you to earn benefit leave (paid time off) hours such as sick, vacation or PTO, then you will have the **Leave Accrual** tab on your timesheet.

1. Click on the **Leave Accrual** tab
    - The leave balances come directly from the HRMS Payroll system, and will be updated every two weeks when the biweekly payroll is run.
    - The Effective Date shows when the balances were last updated.
2. Roll your cursor over the Question Mark [?] button located in the Total Hours column to see how your Total Hours are computed.

| 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 |

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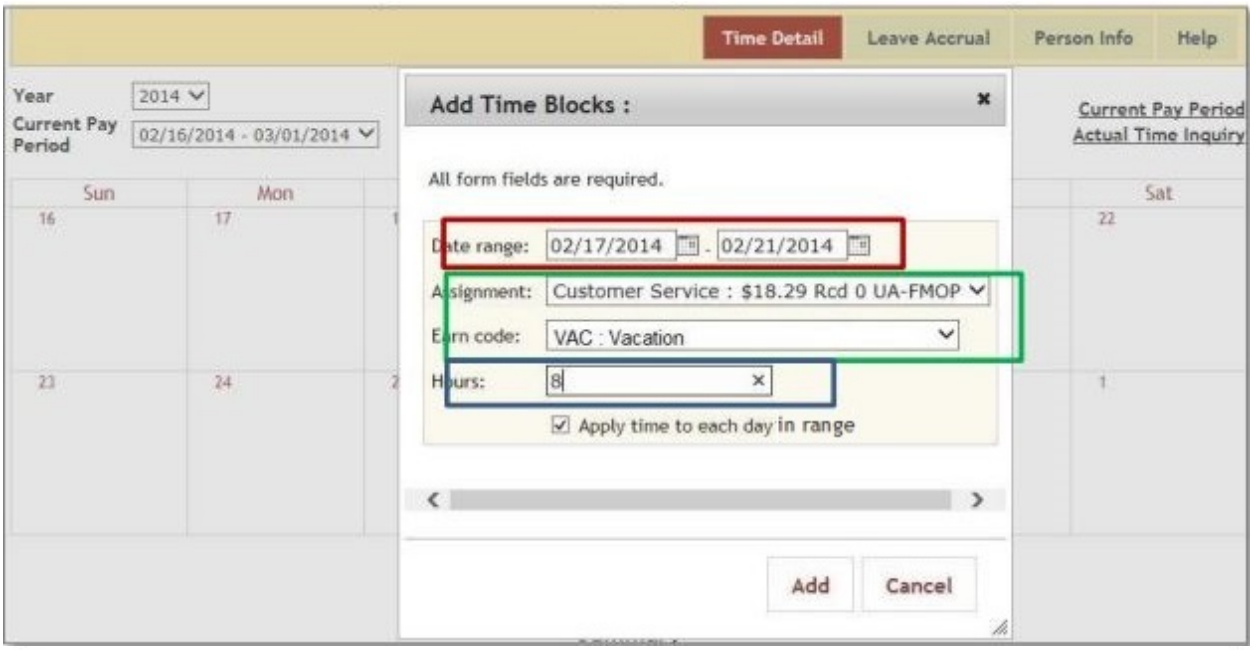
You will receive a warning on your timesheet if you attempt to use more than your available balance. Check with your supervisor to inquire about University and/or departmental policies before incurring negative balances.

**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.).

## Adding Leave Hours to a Timesheet

Employees (whether Clock-Entry or Manual-Entry) who accrue benefit Leave Hours such as paid time-off (PTO), vacation (VAC) or sick hours (SCK) use the **Time Detail** tab to enter those hours used.

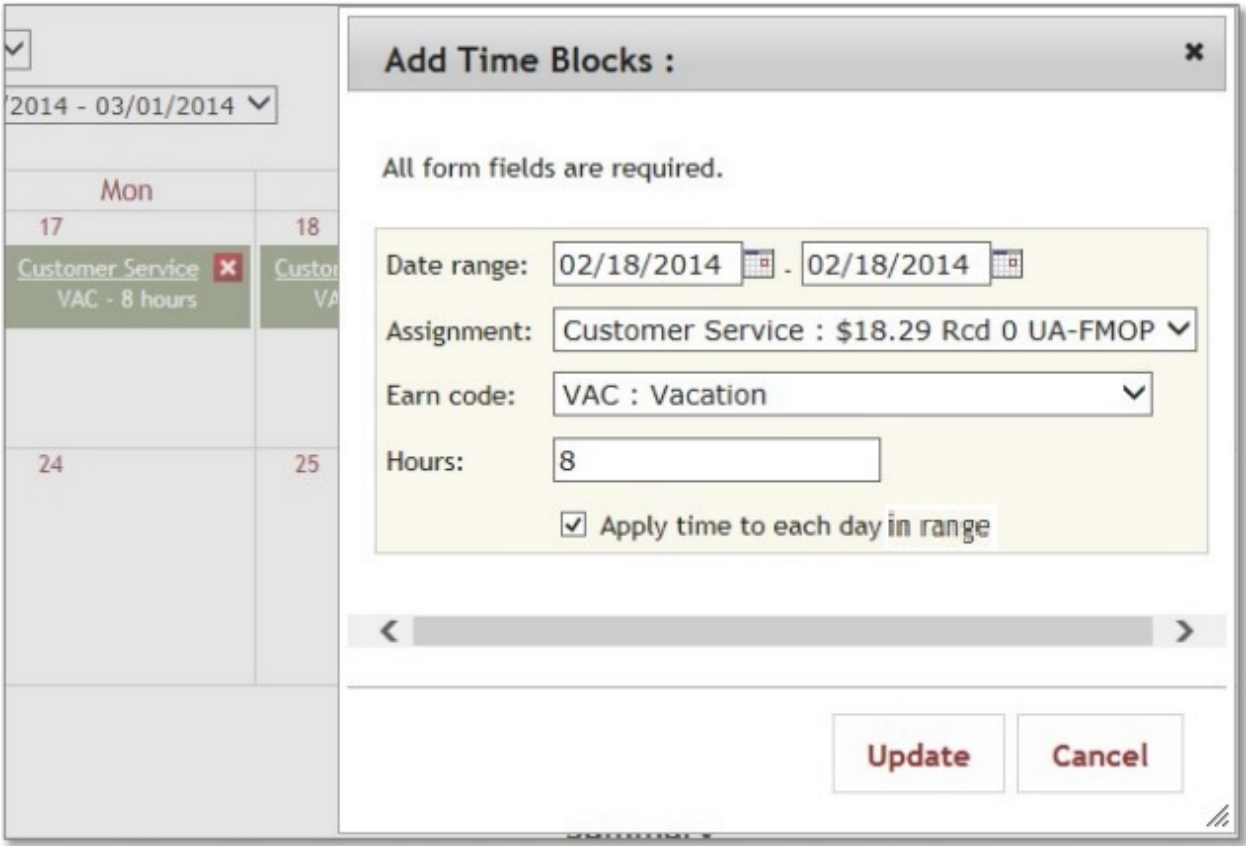
1. Click on the **Time Detail** tab, and click on a day in the calendar.
2. 'Add Time Blocks' box opens.
    - Enter date range to enter more than one day of leave time (red box).
    - Select the appropriate 'Assignment' and 'Earn code' from the drop-down lists (green box). If you only have one assigment, you will not have the option to select another.
    - In the 'Hours' field, enter the number of leave hours you are taking each day (blue box).
    - If you selected a range of dates, verify the 'Apply time to each day in range' checkbox, is checked so the hours you entered are applied to each day.
3. Click **Add** button and verify that the time block(s) for your leave hours are correct on your timesheet.



## Editing Leave Hours on a Timesheet

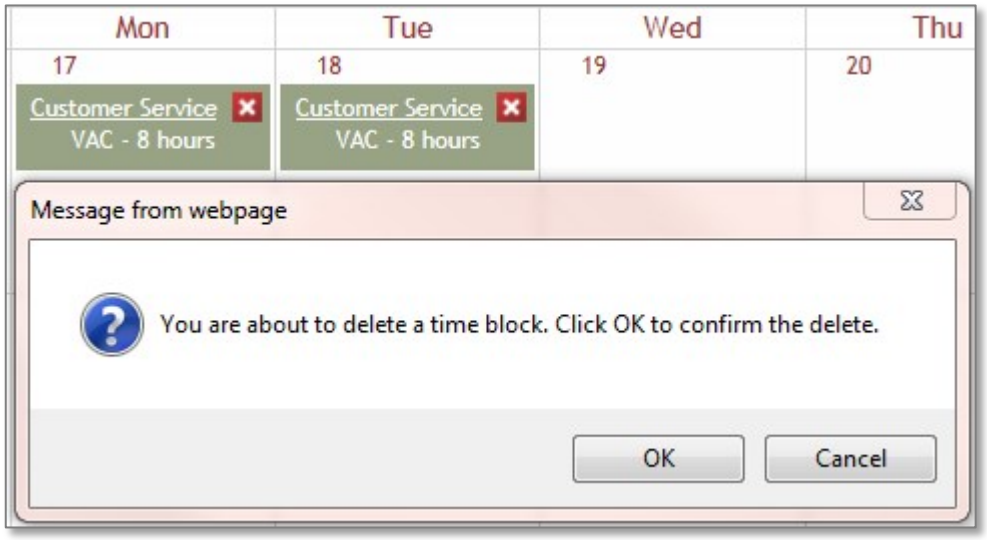
To edit a leave time block:

1. Click on the **Time Detail** tab.
2. Click on the underlined Assignment name (in the image shown below, for example, you would click on 'Customer Service').
3. This reopens the 'Add Time Blocks' entry box and you can modify the Date Range, the leave Earn Code (VAC, PTO, SCK, CPT, etc.) or the number of hours of leave you are taking.
4. When finished, click **Update** and verify that the leave time block(s) are correct on your timesheet.



## Deleting Leave Hours from a Timesheet

1. To delete a leave time block from a timesheet, click on the red 'X' button in the upper righthand corner of the time block. (see example below).
2. When asked to confirm the deletion, click **OK**.




## 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/