

# Kuali Time: Employee Guide

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## Overview

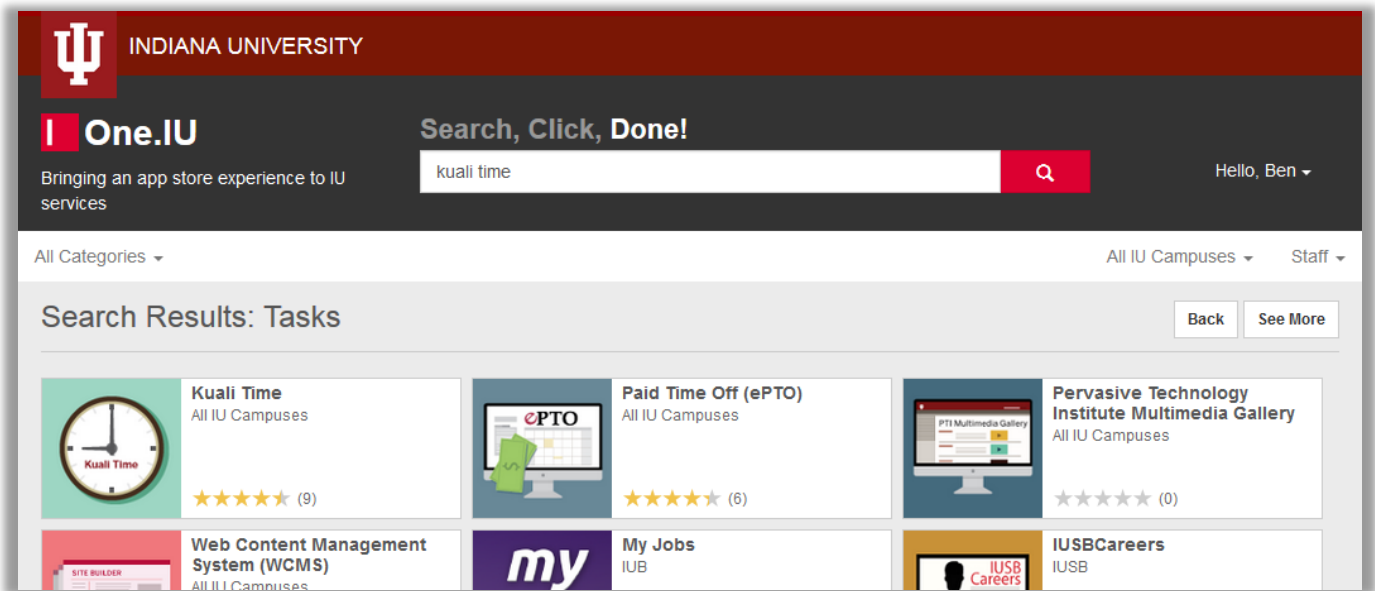
Online tutorials and additional system documentation for employees and other Kuali Time users are available on the *Help* tab in the system.

If you have a disability or need assistance with the training materials or manuals, arrangements can be made to accommodate most needs. On all campuses (except IUPUI), please contact FMS Customer Service to request assistance. FMS Customer Service is located in Poplars 527, Bloomington, (812) 855-0375 or you can send a message to: [fmscustr@indiana.edu](mailto:fmscustr@indiana.edu). On the IUPUI campus, contact the Office of Financial Services at [ofshelp@iupui.edu](mailto:ofshelp@iupui.edu)



## Logging into your Timesheet in One.IU

1. Log into One.IU at <https://one.iu.edu>
2. Search for “Kuali Time” in the One.IU search
3. Click the **Kuali Time** tile



## Logging into your Timesheet via a Kiosk

Departments not using PCs will use Kiosks—computer’s dedicated to the Kuali Time system. Click the login button on the Kiosk computer screen to open the login screen, and then enter your username and passphrase to login and open your timesheet.

If the Kiosk has a card reader, swipe your employee ID card, and that opens your timesheet.

If you have a problem with the card reader, click the login button on the Kiosk screen and enter your username and passphrase to login and open your timesheet.

## Timesheet Overview and Navigation

Every employee has one timesheet per pay period. At Indiana University, pay periods are 14 days, so the pay period is set up as “biweekly” (beginning and ending at midnight every other Sunday). Employees with active Kuali Time assignments during the pay period will have timesheets created automatically the Friday before the next pay period begins.

When you open your timesheet, it shows side by side Navigation tabs that you can use to navigate from page to page. These tabs show where you are and where you can go within the timesheet.

To navigate to any other page in your timesheet, just click on that tab.

## Navigation tabs Document Header with Logout link

The screenshot displays the Kuali Timekeeping system interface. At the top left is the Kuali logo and a notice: "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 [here](#)." In the top right corner, the Document Header is enclosed in a red box and contains: "Employee Name: [Public, John](#) Logout", "Employee Id: 987654321", "Document Id: 49148", and "Document Status: Saved". Below the header is a navigation bar with tabs: "Clock" (highlighted in red), "Time Detail", "Leave Accrual", "Approvals", "Person Info", and "Help". The main content area shows the "Clock" tool with fields for "Current Time : 02:28:46 pm", "Work Status : Clocked out since : Thu, August 25 2011 5:27:49, Eastern Daylight Time", and "Clock Assignment : -- select an assignment --". At the bottom of the tool are two buttons: "Clock In" (highlighted in red) and "Missed Punch". A "Note" section is visible at the bottom left of the interface.

*This image demonstrates the Clock-Entry tool that employees use to clock in/out.*

All timesheets display a “Document Header” in the top right corner that includes your identifying information, such as Employee Name, Employee Id, (timesheet) Document Id, and Document Status (Saved, Enroute, or Final).

Clicking on the underlined Employee Name in the Document Header, opens the Person Info tab. There you can view details about your Time assignments, jobs, and roles. You can also click on the Person Info tab to open the same page.

The header also includes a Logout link that is used to log out of the system and close the timesheet.

If you only have a Clock-Entry assignment, your timesheet will open on the Clock tab. This tab opens a window displaying an online timeclock. You will enter your hours by using the online timeclock to clock in or out. This tab also provides a Note section, so you can add a note to your timesheet.

If you only have a Manual-Entry assignment, your timesheet will open on the Time Detail tab. This tab opens a calendar view of the 14 day pay period. You will manually enter your hours worked or benefit hours, etc. on this calendar. This tab also provides a Note section, so you can add a note to your timesheet.

Your department will tell you how you should record your hours worked, either by clocking in and out as an employee with a Clock-Entry assignment or by manually entering work hours, as an employee with a Manual-Entry assignment.

Other tabs you may see on your timesheet include the Leave Accrual tab, Person Info tab and the Help tab. The Leave Accrual tab displays vacation, sick or other leave hours that have accrued. The Person Info tab displays information about Time assignments, jobs, and roles. The Help tab displays online video tutorials and system documentation. If you are an employee who also approves timesheets, you will see the Approvals tab and/or the Payroll Processor tab.

All employees (whether Clock-Entry or Manual-Entry) will have the Time Detail tab which opens a calendar view of the 14 day pay period covered by the timesheet.

**Document Header with Logout link**

**Current Pay Period & Actual Time Inquiry links**

**Navigation tabs**

**Previous & Next timesheet buttons**

**Current Pay Period & Actual Time Inquiry**

**Timeblocks**

**Hours Summary**

**Note & Route Log sections**

Employee Name: Public, John  
Employee Id: 987654321  
Document Id: 49148  
Document Status: SAVED

Year: 2012  
Current Pay Period: 09/30/2012 - 10/14/2012

Time Detail

Summary

	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 2	Period Total
Worked Hours:	09/30	10/01	10/02	10/03	10/04	10/05	10/06	15.58	10/07	10/08	10/09	10/10	10/11	10/12	10/13	45.50	61.08
<b>RGH: Regular Pay Temporary</b>																	
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
<b>Summary Reg Pay Totals</b>		15.58					15.58		9.00	9.00	9.00	9.50	3.50			40.00	55.58
<b>OVT: Overtime 1.5X</b>																	
Lab : \$18.00 Rcd 1 BL-CHEM														5.50		5.50	5.50
<b>Summary Overtime Totals</b>														5.50		5.50	5.50

Use the *Time Detail* tab to view current and previous timesheets, to view or record time blocks and to view a summary of hours worked.

Use the side by side Navigation tabs to navigate from page to page. These tabs show where you are and where you can go within the timesheet. To navigate to any other page in your timesheet, just click on those tabs.

There are Previous and Next arrow buttons located on each side of the Pay Period heading that allows you to scroll back and forth by pay period, in chronological order, and view a previously approved timesheet or to go forward to the next timesheet (in the order).

This tab also provides two dropdown search fields, Year and Current Pay Period. If you select the year and pay period, it moves to the selected timesheet.

Once you open any previous timesheet, you can click the Current Pay Period link to return to your timesheet in the current pay period.

Clock-Entry employees can click the Actual Time inquiry link to view a list of their actual clock times. Otherwise, Time displays the rounded clock times.

Below the calendar is a Summary section. It displays the total Worked Hours for each day as well as a breakdown of the hours worked by assignment and by earn code (regular, vacation, sick, overtime, shift, etc.). Assignments are color coded. Therefore, you can easily see the time blocks and accumulated hours under each assignment. The Summary section also provides a Weekly and Period Total.



The bottom of the timesheet (on Clock tab and Time Detail tab) contains a Note section. Employees, approvers and administrators are able to add and save notes on the timesheet in the Note section. The Time Detail tab also includes a Route Log section that displays the approval routing for the timesheet.

## Clock-Entry Timekeeping

When a clock-entry employee logs into Kuali Time, their timesheet opens on the Clock tab. This tab provides a dropdown list of active Clock Assignments to select from. It also displays available clock buttons, including Clock In, Clock Out, and Missed Punch buttons.

When a Clock In and a Clock Out punch are recorded, a Time Block is created on the timesheet. Kuali Time evaluates many business rules to determine what the net timesheet result will be for the Time Block you recorded. The system also logs the clock-in time and clock-out time in the clock log, and shows your current Work Status (clocked in, clocked out, etc.).

Only assignments that require clocking in and out will show up in the Clock Assignment dropdown. If an employee also has Manual-Entry assignments they need to click on the Time Detail tab to manually enter those work hours (see the Manual-Entry Quick Guide for help on manually entering work hours.)

The screenshot shows the Kuali Timekeeping application interface. At the top left is the Psi logo and 'kuali kpmc' text. To the right, there is a 'Logout' link and employee information: Employee Name: Public, John; Employee Id: 987654321; Document Id: 49148; Document Status: Saved. Below this is a navigation bar with tabs: Clock (active), Time Detail, Leave Accrual, Approvals, Person Info, and Help. The main content area is titled 'Clock' and contains the following fields and buttons:

- Current Time : 02:28:46 pm
- Work Status : Clocked out since : Thu, August 25 2011 5:27:49, Eastern Daylight Time
- Clock Assignment : -- select an assignment --
- Buttons: Clock In, Missed Punch

At the bottom left, there is a 'Note' section with a right-pointing arrow.

The fields and buttons available on this tab include:

- The “Current Time” field displays the current clock Time. This is the time on the application server.
- The “Work Status” field displays the last clock action you recorded on your timesheet (clocked in/clocked out), and the date and time of that action.
- The “Clock Assignment” field displays a list of current assignments available for selection. If you only have one assignment, or are already clocked-in there won’t be an assignment dropdown.
- An Assignment (or Clock Assignment) is a unique combination of your Job, Job Number, Work Area (and if applicable, Task), and is used to record the hours that you work.
- The [Clock In](#) and [Clock Out](#) buttons allow you to clock in or out.
- The [Missed Punch](#) button allows you to submit a missed punch document (MPD) if you forget to clock in or clock out. The MPD sends a notification to your supervisor and records the date and time of the “missed punch” on your timesheet.
- The [Note](#) section allows you to add a Note on your timesheet.
- The [Logout](#) link (located with the “Document Header” in the upper-right hand corner of the page) allows you to log out of the system and close your timesheet.

## Clocking In and Out

Clocking in:

1. Log into Kuali Time. Timesheet opens on the *Clock* tab.



2. In the Clock Assignment field, select an Assignment. If you only have one assignment, it will already be selected.
3. Click on **Clock In** button. Work Status will then change to show you are clocked in.

Locking out:

1. Log into Quali Time. Timesheet opens on the *Clock* tab.
2. Click on **Clock Out** button. Work Status changes to show you clocked out.

## Kiosk Clocking

A kiosk is a personal computer that acts as an electronic time clock and allows employees to authenticate with a username and passphrase to login to their timesheet and clock in/out. Departments can also purchase a card reader that is paired with the kiosk and allows employees to swipe their university/employee ID cards to authenticate, open their timesheets and clock in/out.

1. Click the login button on the Kiosk screen to open the login screen.
2. Enter your username and passphrase and click the Login button. Your timesheet opens on the Clock tab.
3. In the Clock Assignment field, select an Assignment. (If you only have one assignment, it will already be selected.)
4. Click on the Clock In or Clock Out button to clock in or out.
5. After you clock in/out, click logout to close your timesheet. (That resets the Kiosk so the next person can clock.)

Some Kiosks may be equipped with card readers:

1. Swipe your University ID card through the card reader. This opens your timesheet on the Clock tab.
2. Click on the Clock In or Clock Out buttons to clock in or out.
3. After you clock in/out, click Logout to close your timesheet. (That resets the Kiosk so the next person can clock.)

## Submitting a Missed Punch Document

Allows a Time employee to correct clock in or out when they forgot to take previous clock action. (For example, 'clock in' if clock in was missed, or 'clock out' if clock out was missed.)

**Important Note:** Employees can submit one Missed Punch document per Time Block, but it cannot be more than 24-hours in the past. (A Time Block consists of a clock-in and a clock-out.)

On the Clock Tab, click the "Missed Punch" button. This opens the *Missed Punch* maintenance document, where you enter your missing clock action information and submit it for approval. Once you submit this document, the missed clock action is added to your timesheet, and the missed punch document is routed to your timesheet approver for approval.

**Missed Punch**

Person Name: Employee Name

Timesheet Document Id: 12345678

Assignment: Support : \$ 8.75 Rcd 0 IN-PAY

Missed Action Date (MM/DD/YYYY):

\* Missed Action Time (HH:MM AM):

\* Missed Clock Action: Clock Out

Note:

Submit Cancel

Only submit a Missed Punch document if you missed your last clock action.

1. On the Clock Tab, click the "Missed Punch" button to open the Missed Punch document.
2. Enter date and time of missed action. (The formats to use are shown on the document.)



3. Your “Missed Clock Action” will already be selected.
4. If applicable, enter a Note to explain why you missed clocking.
5. Click “Submit”.
6. Once document is submitted, click “Close” to return to the *Clock* tab.
7. Resume using the time Clock, for your next clock action.

### Correcting a Time Block Clocked on the Wrong Job

If you clock on the wrong job assignment, you should continue to work and clock out at the end of your work period. That will record a Time Block for that job assignment.

During the current pay period only, you are able to change the Assignment for a Time Block you recorded under the wrong job assignment so it is under the correct one.

To correct an Assignment:

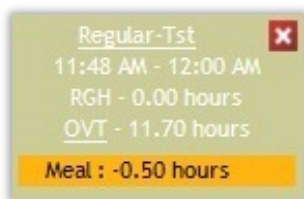
- Go to the Time Detail tab on your timesheet.
- Find the time block you need to change.
- Click on the underlined Assignment link in that time block (which opens the ‘Add Time Block’ entry box).
- In the Assignment dropdown, select the correct assignment that you actually worked.
- Click Update.

This will update your timesheet so that Time Block (and the work hours) will show under the Assignment that you actually worked.

### Viewing (and Correcting) Automatic Meal Deductions

Some departments set up automatic lunch (meal) deduction rules for Clock-Entry employees. Employees in those departments do not have to clock in and out for lunch. The timesheet will automatically deduct the meal (whether breakfast, lunch, or dinner), usually 30 minutes (0.50 hours) or 60 minutes (1 hour).

Timesheets will show the amount of time deducted for a meal, highlighted in a yellow bar, at the bottom of a clocked time block.



*Example of a ‘clocked’ time block that shows an automatic meal deduction.*

**Important Note:** If an employee works through a scheduled meal or skips it for some reason, the timesheet may still show that a meal was deducted on that day. If you are a Clock-Entry employee and work through or skip your scheduled meal break (with departmental approval), and a meal was deducted on that day, please notify your supervisor to correct your timesheet.

### Distributing Work Hours

Some employees may have the option to clock in and out of a single Assignment and then click **Distribute Time Blocks**

**Distribute Time Blocks**

(on the Clock tab) to distribute those worked hours between two or more assignments within the same pay type.

This means employees can only distribute work hours between eligible Part-time (regular and student hourly) job assignments, between eligible Part-Time with Retirement (PERF) job assignments, or between eligible Part-Time Work Study assignments. Distributing between Pay Types is not permitted.

For example, if an employee has a part-time job and a workstudy job, the employee can distribute a single time block clocked on their part-time position across their part-time job assignments. The employee can also distribute a single time block clocked on their workstudy position across their workstudy assignments. However, the employee would not be able to distribute a single time block clocked on their part-time position (or workstudy position) across both their workstudy

and part-time assignments as the part-time job and the workstudy job are of different pay types. Contact your payroll processor if you are unsure of the pay type of your positions.

To distribute clocked work hours:

### Clock

Current Time : 03:51:08 pm

Work Status : Clocked out since : Mon, February 15 2016 02:18:00 PM, Eastern Standard Time

Clock Assignment : -- select an assignment --

[Clock In](#) [Missed Punch](#) [Distribute Time Blocks](#)

1. From the “Clock” tab and click **Distribute Time Blocks** [Distribute Time Blocks](#). This opens the “Time Blocks to Distribute” screen.

01/17/2016 - 01/31/2016

#### Time Blocks to Distribute

Assignment	Begin Date/Time	End Date/Time	Hours	Action
Aquatics : GROUP LIFEGUARD \$10.90 Rcd 0 BL-RECS	01/19/2016 02:48 PM	01/19/2016 04:30 PM	1.7	<a href="#">Edit</a>
Aquatics : LIFEGUARD \$10.90 Rcd 0 BL-RECS	01/20/2016 09:48 AM	01/20/2016 11:06 AM	1.3	<a href="#">Edit</a>
Aquatics : REC SWIM \$10.90 Rcd 0 BL-RECS	01/21/2016 10:48 AM	01/21/2016 01:36 PM	2.8	<a href="#">Edit</a>
Aquatics : SWIM LIFEGUARD \$10.90 Rcd 0 BL-RECS	01/21/2016 02:06 PM	01/21/2016 04:24 PM	2.3	<a href="#">Edit</a>

[Close](#)

2. Time Blocks eligible for distribution will display in ascending order by “Begin Date” and “Time.” Select the time block you want to distribute and click **Edit** [Edit](#). This opens the “Distribute Hours” screen, showing the time block you selected with the hours worked.

Just below your selected time block, the “Distribute Hours” form shows that time block split into two rows so you can split the time block into at least two assignments.





You can insert as many rows as needed to distribute hours between multiple assignments on one job or between different jobs as long as all assignments are set up as eligible for you to distribute. The “Assignment” dropdown on the “Distribute Hours” form will list the assignments that are currently eligible for you to distribute.

### Opening view of Distribute Hours form

**Distribute Hours**

Assignment	Begin Date/Time	End Date/Time	Hours
Aquatics : GROUP LIFEGUARD \$9.90 Rcd 0 BL-RECS	01/19/2016 02:48 PM	01/19/2016 04:30 PM	1.7

All form fields are required.

Assignment	Begin Date	Begin Time	End Date	End Time	Hours	Action
Aquatics : GROUP LIFEGUARD \$10.90 Rcd 0 BL-RECS	01/19/2016	02:48 PM	01/19/2016	<input type="text"/>	<input type="text"/>	<input type="button" value="Insert Row"/>
Aquatics : GROUP LIFEGUARD \$10.90 Rcd 0 BL-RECS	01/19/2016	<input type="text"/>	01/19/2016	04:30 PM	<input type="text"/>	<input type="button" value="Delete Row"/>
					Total Hours:	<input type="text"/>

> Note

If you are distributing the hours from your original Time Block to more than two assignments, click **Insert Row**

to add additional assignment rows to the form. If you insert a row then decide you no longer need it, click **Delete Row**  in the row you would like to remove.

Assignment	Begin Date	Begin Time	End Date	End Time	Hours	Action
Aquatics : GROUP LIFEGUARD \$10.90 Rcd 0 BL-RECS	01/19/2016	02:48 PM	01/19/2016	03:30 PM	0.7	<input type="button" value="Insert Row"/>
Aquatics : GROUP LIFEGUARD \$10.90 Rcd 0 BL-RECS	01/19/2016	03:30 PM	01/19/2016	<input type="text"/>	<input type="text"/>	<input type="button" value="Delete Row"/>
Aquatics : GROUP LIFEGUARD \$10.90 Rcd 0 BL-RECS	01/19/2016	<input type="text"/>	01/19/2016	04:30 PM	<input type="text"/>	<input type="button" value="Delete Row"/>
					Total Hours:	<input type="text" value="0.70"/>

### View of Distribute Hours form with an inserted row


To complete the form and distribute your hours:

1. Determine how many Assignment rows you need on the form. You need one row on the form for each assignment you actually worked (e.g., to distribute hours to three assignments, you need three rows).

2. To add an additional row to the form, click **Insert Row** , and repeat for each row you need to add. This inserts a duplicate of the second row onto the form. To remove an inserted row, click **Delete Row**



**Note:** If you enter a “Begin Time” and “End Time” in a row before you insert a new row below it, it will copy that “End Time” over as the “Begin Time” for the inserted row.

- On the form, go through every row and verify the assignment showing is correct. Use the “Assignment” dropdown in any row where you need to change the assignment to one you actually worked, or to split the same assignment into separate time blocks. For example, if you worked Assignment A, then Assignment B, then returned to work in Assignment A again.
- Go through each row and verify the “Begin Date” and “End Date” are correct for the selected assignment. To change a date, click on the **calendar**,  and then select a date from the pop-up calendar. Or, type a date into the field, formatted as MM/DD/YYYY.
  - You will only need to adjust the date if you worked an assignment that crosses 12:00 a.m.
- Go through each row and enter your “Begin Time” and “End Time” for the selected assignment:
  - In Row 1 all you can enter is your “End Time” for that assignment. The “Begin Time” cannot be changed.
  - Go to the next row on the form and enter the same “Begin Time” as the “End Time” in the previous row. Enter the End Time for that assignment. Repeat this step for each row on the form.
  - In the last row on the form, enter the “Begin Time.” The “End Time” cannot be changed.
  - The form will calculate the hours you worked in each Assignment.
- Verify the total hours you distributed to all your assignments match the number of hours you worked in the original time block (at the top of the screen). If not, enter any adjustments to the time blocks in your assignment rows, as needed.

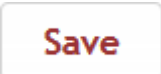
**Distribute Hours**

Assignment	Begin Date/Time	End Date/Time	Hours
Aquatics : USER GROUP LIFEGUARD \$9.90 Rcd 0 BL-RECS	01/19/2016 02:48 PM	01/19/2016 04:30 PM	1.7

Assignment	Begin Date	Begin Time	End Date	End Time	Hours	Action
Aquatics : GROUP LIFEGUARD \$10.90 Rcd 0 BL-RECS	01/19/2016	02:48 PM	01/19/2016	03:30 PM ?	0.7	Insert Row
Fac Use : GUARD REG \$11.75 Rcd 1 BL-RECS	01/19/2016	03:30 PM ?	01/19/2016	04:00 PM ?	0.5	Delete Row
OP Lifeguard : SPECIAL EVENT \$10.90 Rcd 4 BL-RECS	01/19/2016	04:00 PM ?	01/19/2016	04:30 PM	0.5	
					Total Hours:	1.70

## Ready to submit Distribute Hours form showing all required fields completed



Click **Save** to distribute the hours and return to the “Clock” tab. Go to your “Time Detail” tab to view the new time blocks (and hours worked) under each Assignment.

## Manual-Entry Timekeeping

Employees with Manual-Entry assignments will use the *Time Detail* tab to manually add time blocks for the hours they work or the leave hours they take. When you login to Kualu Time, your timesheet will open on this tab.


Here you enter your time “In” and time “Out” which adds a Time Block to your timesheet. If you accrue benefit leave hours, you will also enter a Time Block to record the type of leave (sick, vacation, PTO) and number of “Hours” used. This tab also allows designated employees to add a Time Block to enter a fixed-rate dollar “Amount” (such as tips).


## Adding Time Blocks to a Timesheet

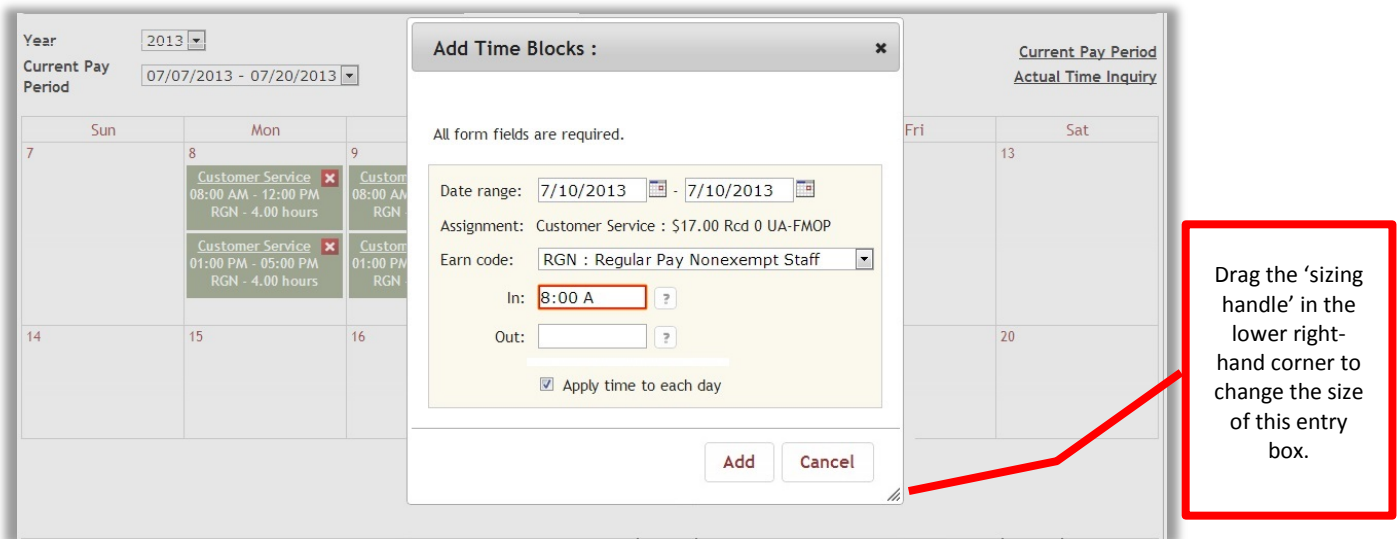
Add a Time Block to enter work hours, leave hours, or fixed dollar amounts on your timesheet.

- Log into Kualu Time. (Timesheet opens on the Time Detail tab.)
- On the pay period calendar, select the day or date range to add your Time Blocks:




- To add a Time Block for one single day, click on the day to be added.
- To add the same Time Block on multiple days, click and hold down the (left) mouse button on the first day of your date range (Monday), and simultaneously drag the cursor over to the last day in the range (Friday), then release it. When you select multiple days, each day is highlighted. The Add Time Blocks entry box opens showing the range of dates you selected. A single day entry, opens the 'Add Time Blocks' screen with the date range showing as the same day.
- If you work an overnight shift, you can use the click and drag method to select your two days. However, you must UNCHECK the 'Apply time to each day' checkbox.
- Once you open the 'Add Time Blocks' entry box, you have the option to type in the date range you want (For example: 7/17/2013 to 7/19/2013) or click the calendar  button located with each date field, to pop-up a monthly calendar and select your range of dates.

**Note:** You can click and drag on the 'sizing handle'  of the time block entry box to resize it.



*This image shows the Add Time Blocks entry box, which opens over the timesheet calendar.*

3. Verify the Date Range is correct.
4. Select the Assignment for the time block being added. (If you only have one Assignment, it will already be selected.) A time Assignment is a unique combination of your Job, Job Number, Work Area (and Task), and is used to record the hours that you work.
5. The Earn Code field will default to the regular earn code for your job (RGH, RGW, RGN, RGP, or RBP). To change it, select the appropriate Earn Code from the dropdown.
6. Time Blocks can be entered for hours you have worked, hours of leave time, or for fixed dollar amounts:
  - Entering hours worked:
    - a) In the 'In' box, enter the start time. (Roll your cursor over the Question Mark  button to see what formats are accepted by time-entry fields.)
    - b) In the 'Out' box, enter the time work ended.
  - Adding a time block of Leave Hours (e.g., sick, vacation):
    - a) In the 'Hours' box, enter the number of leave hours taken.
  - Adding add an amount (e.g. tips):
    - a) In the 'Amount' box, enter the fixed dollar amount (e.g. 29 or 100 or 79.75).
7. When checked, the 'Apply time to each day' checkbox will enter the same time blocks each day, for the range of dates entered. UNCHECK this box when entering overnight shifts.
8. When finished, click Add. This adds a time block either for the hours worked, the leave hours used or the fixed amount entered.

12	13	14
<u>Cust Serv Desk</u> ✖ 08:00 AM - 12:00 PM RGN - 4.00 hours	<u>Cust Serv Desk</u> ✖ SCK - 8.00 hours	<u>Cust Serv Desk</u> ✖ TPO: \$20.00

Example of the three types of Time Blocks

This image shows time blocks entered for regular hours, leave hours (i.e., sick) and fixed dollar amounts (i.e., tips).

### Editing Existing Time Blocks

1. Click on the underlined Assignment name (in the image above, click on 'Cust Serv Desk').
2. This reopens the 'Add Time Blocks' entry box. The Date Range, and/or the Earn Code can be edited.
3. Depending on the Earn Code selected, In and Out times, the number of Hours, or the Amount may also be edited.
4. Select the 'Apply time to each day' checkbox if necessary.
5. Click Update.
6. Verify that your Time Blocks are correct before exiting the timesheet.

### Deleting Time Blocks

To delete any Time Block from a timesheet, click on the red 'X'  button in the upper right-hand corner of the Time Block. (See Time Block examples above.) When asked to confirm the deletion, click OK.

Employees can continue to edit their timesheets until it is approved by their Supervisor. If you have questions about which Assignments or Earn Codes should be used, please contact your Supervisor.

### Viewing and Entering Leave Hours

Employees in Quali Time who are eligible to accrue paid time off can view their leave balances on the Leave Accrual tab. The Pay Period Calendar on the Time Detail tab is then used to enter time-off hours taken on the timesheet.


### 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.

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

The leave balances and yearly carry-over displayed come directly from the HRMS Payroll system, and will be updated every two weeks when the biweekly payroll is run. Your leave balances may not reflect your current totals, because they are computed after the end of the previous pay period. The Effective Date shows when the balances were last updated.

**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.).

Roll your cursor over the Question Mark  button located in the Total Hours column, to see how your Total Hours are computed.

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.

## Adding Leave Hours to a Timesheet

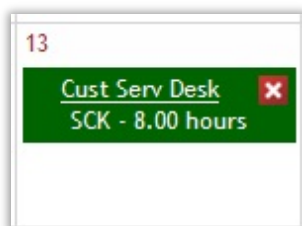
Employees (whether Clock-Entry or Manual-Entry) who accrue benefit Leave Hours such as paid time-off (PTO), vacation (VAC) or sick hours (SCK) use the Time Detail tab to enter those hours used. This requires that you enter the number of "hours" to track your usage. Once the appropriate benefit earn code is selected, the 'Add Time Blocks' entry box will change to display an 'Hours' input field (instead of the In/Out fields).

To enter leave hours on your timesheet:

1. Log into Kualu Time (and go to the Time Detail tab.)
2. On the timesheet pay period calendar, select the day or date range on which you want to add leave hours. This will open the 'Add Time Blocks' entry box:
  - To add leave hours for one single day, click on the day you want to add.
  - To add the same number of leave hours on multiple days, go to the first day you are taking leave in the calendar, and simultaneously click and hold down your (left) mouse button and drag the cursor across the days you will be out, and then release the button. (For example, click and hold on Monday, drag cursor across to Friday, and release it, and that will enter a date range of Monday through Friday.)
  - You can also type in or select a range of dates in the Date Range fields on the 'Add Time Blocks' entry box to enter the same number of leave hours on each day. If you type in the dates, use this format: M/D/YYYY (e.g. 7/7/2013 or 10/22/2013 )

Drag the 'sizing handle' in the lower right-hand corner to change the size of this entry box.

3. Select the Earn Code for the type of leave you are taking, such as SCK (sick), PTO, VAC (vacation), etc.
4. In the Hours field, enter the number of leave hours you are taking.
5. If you selected a range of dates, verify the 'Apply time to each day' checkbox, is checked so the hours you entered are applied to each day.
6. Click Add and verify that the time block(s) for your leave hours are correct on your timesheet.




Example of a 'Leave' time block. Shows the Assignment, Earn Code that describes the type of leave (i.e., sick), and number of "Hours" of leave taken.

## Editing Leave Hours on a Timesheet

To edit a leave time block:

1. Click on the underlined Assignment name (in the image shown above, for example, you would click on “Cust Serv Desk”).
2. 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.
3. 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 right-hand corner of the time block. (See Leave time block example above).
2. When asked to confirm the deletion, click OK.

## Other Employee Options Available in Quali Time

### Viewing Recorded Time Blocks on your Pay Period Calendar

The Time Detail tab displays all the time blocks you have clocked, or manually entered, such as time blocks you added to record any leave hours that you took during the pay period. If you work more than one time assignment; they are color coded, so you can see the time blocks and hours that you have accumulated under each assignment.

There are Previous and Next buttons next to the pay period dates. These allow you to scroll back and forth to view your timesheets. This tab also provides two search fields, Year and Current Pay Period where if you jointly select the year and pay period, it jumps to the selected timesheet, so you can view it.

Once you open any previous timesheet, the Current Pay Period link serves as a “shortcut” you can click to return to your timesheet in the current pay period.

Clock-Entry employees also can click the Actual Time Inquiry link to view a list of their actual clock times.

### Viewing a Summary of Worked Hours

On the Time Detail tab, below the timesheet calendar is a section showing a Summary of the hours recorded on the timesheet. This section shows the total ‘Worked Hours’ for each day by assignment, day and by earn code (regular pay, vacation, sick, overtime, shift, etc.). It also provides a Weekly and Period Total (An earn code is a classification of earnings that represents regular hours worked or special type of earnings like sick time, shift or premium pay).

Summary																	
	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 1	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Week 2	Period Total
	09/30	10/01	10/02	10/03	10/04	10/05	10/06		10/07	10/08	10/09	10/10	10/11	10/12	10/13		
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
<b>RGH: Regular Pay Temporary</b>																	
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
<b>OVT: Overtime 1.5X</b>																	
Lab : \$18.00 Rcd 1 BL-CHEM													5.50			5.50	5.50
Summary Overtime Totals													5.50			5.50	5.50

Regular Pay hours that contribute toward weekly overtime eligibility are totaled and displayed. Sick, vacation or PTO hours will also appear in separate rows. Overtime or Compensatory hours, if they exist, will appear in a row below regular pay hours. Additional pay hours, such as shift rates or premiums will appear in rows above or below that.

### Changing Comp Hours to Overtime and Vice Versa

Each Department sets up rules that determine whether or not their employees earn comp time or overtime when accumulating more than 40 hours in a week.



If overtime is selected as the default rule when work hours exceed 40 during the Sunday through Saturday work week, those employees will qualify for overtime (OVT). If Comp Time (CPE) is set as the default rule when work hours exceed 40, then hours are added to an employee's Compensation Hours bank for use later.

The following five categories of paid-time off do count as part of the 40 hours in a week to determine if overtime pay is applicable: Adverse Weather (WTH), Adverse Working Conditions (ADW), Emergency Rest Time (ERT), Holiday (HOL) and Holiday Taken (HTK), and Injury with pay (INJ).

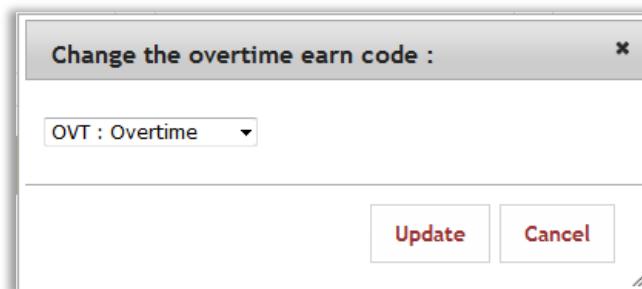
Except for the paid time-off categories listed above, paid time off, such as vacation, PTO, sick time, Income Protection, and compensatory time off, do not count as part of the 40 hours in a week to determine if overtime pay is applicable. If overtime is selected as the default rule, hours exceeding 40 during the Sunday through Saturday work week that do not qualify for overtime are calculated as Non-Overtime Eligible Pay (NEP) hours (hours x regular pay rate). If Comp Time is set as the default rule when work hours exceed 40 any hours that do not qualify for overtime are added to the employee's Compensation Hours bank as NEC (No-Pay Non-Ovt Eligible Comp) for later use (hours X 1).

If your department allows you to change CPE to OVT hours or NEC to NEP hours (and vice versa), follow the steps below:

1. Go to the Time Detail tab, and select the Time Block to be changed.
2. Roll your cursor over the underlined earn code text of CPE, OVT, NEC or NEP in that Time Block. The cursor will change to a 'hand' cursor which indicates the underlined text serves as a link.



3. Click on that link to pop open the "Change the overtime earn code" box. Go to the dropdown field, change the earn code to the one you want, and click Update.



*The hours will update to that earn code in the Time Block and on the timesheet (hours) Summary.*

## **Notifying Timesheet Approvers**

Employees without access to e-mail or immediate access to their timesheet Approvers (Supervisors) can go to the Person Info tab on their timesheet to send an e-mail message, to report a problem or convey other work-related information.

To send an e-mail to an approver(s):

1. Open timesheet and click on the *Person Info* tab.
2. Click on the '**Your Jobs**' section to open it.
3. Click anywhere on the sentence, "**Click to expand assignments.**" This shows details about all time assignments and the names of all timesheet Approver(s), Payroll Processor(s), and Department Administrator(s) are listed there. (Timesheet Approvers are usually direct Supervisors.)
4. Click on the underlined Name of one of your Approvers.
5. If that opens an Internet Explorer Security window, click the **Allow** button. (Otherwise, skip to the next step.)
6. A blank email screen already addressed to the selected Approver opens in Outlook. Type in the subject and message you wish to send.

- When finished, click **Send**.

## Adding a Timesheet Note

Anyone with access to a timesheet (employee, supervisor, payroll processor, reviewer, or administrator) can enter a note in the Note section.

To add the first note, click 'add notes' and the notes entry page will appear. Documents and images can also be attached. Be sure to click save on the notes line to save your note.

**Important note:** In the timesheet Notes, do not enter text or attach a document that contains sensitive information such as SSN's or HIPPA-related data.

Click on the Note section to expand it.

- To add the first note, click the Add Note button in that section.
- In the Note textbox that appears, type a note and click Save.

Create Note			
Author	Date	Note	Action
Public, John	08/27/2014	<input type="text"/>	<input type="button" value="save"/>
		Attachment: <input type="button" value="Choose File"/> No file chosen	
View Notes			
Author	Date	Note	Action
Public, John	08/27/2014 08:39 AM	I was out for a doctor appt on 8/25 from 8a-10a. Dr Note.docx <a href="#">download</a>	<input type="button" value="edit"/> <input type="button" value="delete"/>

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.

Since corrections/additions to timesheets are made based on these notes, the “edit” and “delete” buttons on saved notes have been disabled. To maintain the integrity of the notes, you will need to add a new note with any corrections.

You can also add an attachment, such as a Word, Excel or email file to a note:

- In the 'Attachment' field just below the Note textbox, click the Browse... button.
- 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. Select the name of a file to upload and click Open.
- 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.

## Viewing Route Log

Click on the Route Log section to open that section and view the approval routing for the timesheet.

## Viewing Jobs, Assignments or Roles

Every timesheet includes the Person Info tab. It displays details about your person (employee), jobs and roles.





Principal Id	Principal Name	Name	Service Date
6000000006	jqpublic	Public, John G	2001-09-16

Timezone Preference:

▶ Your Jobs:

▶ Your Roles:

The “Your Person Details” section displays the employee’s Name, Employee Id number (Principal Id), Username (Principal Name) and Service Date.

The “Your Jobs” section is a reference tool that displays the employee’s Jobs and Time Assignments. It includes Job Number, Department, Work Area, Task (if applicable) and the names of your timesheet approver(s). It includes links that allow the employee to send an email to their approver(s) to notify them of an issue or to ask questions.

The “Your Roles” section is a reference tool that displays any Kuali Time approver, payroll processor, administrative or view-only roles that the employee has in Kuali Time.

## Getting Help and Reporting Problems

The Help tab on your timesheet provides “how-to” videos. They demonstrate clocking in/out, adding time blocks and adding leave hours. Links to online system documentation are also provided there.

If you have trouble logging on or have other difficulty with your timesheet:

1. Check with your departmental Supervisor or Payroll Processor to make sure that your Time Assignment was established.
2. If the Assignment was established and you still cannot login, verify that you logged in under the right username and passphrase.
3. If you continue to have difficulty using your timesheet, for all campuses (except IUPUI), please ask your Supervisor or Payroll Processor to contact FMS Customer Service at (812) 855-0375. For the IUPUI campus, please ask your Supervisor or Payroll Processor to contact the OFS Help Desk at (317) 274-3919 or ofshelp@iupui.edu.

Employees on any campus can also submit a question or problem to the Time Help Desk via the TIME Support form: <http://fms.iu.edu/support/>

## Logging Out

To log out and close a timesheet, click on the Logout link located at the upper right-hand corner of the page.

Employee Name: [Public, John](#)

Employee Id: 987654321

Document Id: 49148

Document Status: Saved