Welcome to TIME! This on-line timesheet will take the place of the paper timesheets that you fill out each pay period. YOU will enter your hours worked and/or how you want to charge your time. **We recommend that you enter these hours on a daily basis to ensure accuracy.** At the end of the pay period, your timesheet will be routed to your supervisor who will approve the hours and then be routed to our business office….and then on to FMS (Financial Management Support). Please remember these hours entered will be reflected on your pay check. Below are the instructions which will take you step-by-step in how to enter your hours:

Completing your timesheet in TIME for Bi-Weekly employees

1) Log on to OneStart, http://onestart.iu.edu, click the "login" button and authenticate using your network username and password.

2) Your timesheet can be found in various locations on OneStart:
   a) You can find it under the Notifications tab. Click on the document ID number to open your timesheet. This option will give you the full page to work with.
   b) Or, you can find it in your Action List which is at the top right hand corner.
   c) Lastly, you can always type in this link: https://www.fms.indiana.edu/time/links.asp

3) Click the "Edit" link in the upper-left-hand corner of the timesheet. This will open a version of the timesheet you can modify.

4) Click the "expand all" button in the upper right corner.

5) In the Hours Details section, open the day you wish to add hours to by clicking the "add" button.

6) Select an "earn code" from the drop down list. Please see attached list for explanation of codes.

7) Enter begin and end times as appropriate. You will have to record both morning and afternoon hours. After entering the morning hours you will hit the "add" button and another line will appear for you to select your assignment and earn code then you can enter your afternoon hours. After entering the times for a specific day you can choose to copy those hours to another day by hitting the copy button on the right of the line. Once you hit the copy button it will take you to another screen where you click the days you want to copy the hours to. After selecting the days hit the copy button at the bottom of the page and it will return you to your main timesheet. Please note that you will need to copy both sections, morning and afternoon hours.

8) If you are off, select the appropriate "earn code". Enter the number of total hours off in the "Hours" section. Do not put in actual times. If you do not know which code to use please contact Sonya Dobereiner, 6-1353, or use the code TUH and put an explanation in the notes section so Sonya can add the appropriate code.

9) To view your balances go to the "Leave Balances" section of your timesheet which is located at the bottom of the page. Click the "show" button.

10) If you need to add a note to your supervisor or Sonya go to the bottom of the timesheet to the "Notes" section and type your message. Click the save button in the notes box to save your message.

11) At the bottom of your timesheet there is an "Hours Summary" section. Please be sure your hours total at least 40 hours (prorated for part-time staff). Your total may be more if you have overtime. Please remember to enter any overtime hours worked as a different line and code – either TDC (for Daily Overtime – Comp hours) or TDP (for pay). **All overtime hours worked must be approved in advance by your supervisor and Diane Coon**.

12) When you are finished adding all of your hours, click the "Save" button at the bottom of the timesheet.

13) If you are in the edit mode and do not make any changes please be sure to click on the "close" button at the bottom of the page.

14) This is a helpful tool for you, to set up your individual preferences. From the "One Start" page, go to the *"University Systems" tab*, click on the word TIME which is located at the top of the page in bold. From here, the section on the left of this page is *"User Preferences"*. Please select "*Reminder that Biweekly pay period is ending*". This will send you an email reminder on the Monday following the end of a pay period that timesheets for the previous pay period are now available for approval.

15) If you know you are going to be out on vacation please make sure you enter your hours before the end of the pay period. **Your timesheet needs to be updated by 11:59 PM Saturday, the last day of the pay period. No changes can be made by the employee after this time.** The timesheet will automatically route to your supervisor for their review and approval at midnight Sunday.

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) Click the "expand all" button in the upper right corner.
3) In the hours Details section, go to the day you wish to modify and enter any needed changes to the hour(s).
   a. If necessary click the "add" button to add a new row.
   b. Select "assignment" from drop down box.
   c. Select "Earn code" from drop down box (see last page for details on codes).
   d. If using RGN, TDC, or TDP earn codes enter exact hours worked.
   e. If using SCK, VAC, ABS, AFL, CPT, HFL, HTK, SFL, TUH, UNB, or VFL earn codes enter total hours used in "hours" column. System defaults to 12 am for time blocks.
   f. **Overtime must be approved in advance by the supervisor and Diane Coon.**
4) 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) Click the "expand all" button in the upper right corner.
3) In the Hours 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.
4) Click the "Save" button at the bottom of the timesheet.

To View A Previous Timesheet:

1) Log On to OneStart: http://onestart.iu.edu, click the "Login" button and authenticate using your network username and password.
2) Select the "University Systems" tab.
3) Select "TIME" which is located in the center of the line right under the University Systems tab.
4) Go to the "Other Timesheets" section on the right and select the pay period you wish to view from the drop down list.
5) Click "Open."

EARN CODES AVAILABLE ON TIMESHEET

The following Earn Codes are available on the timesheet in TIME. If you don't know which code to use, please contact Sonya at 6-1353 in the Business Office, to help you determine which one to use. If I'm unavailable, please use the TUH code and explain the circumstance in the "notes" section of the timesheet.

RGN	Regular Pay Nonexempt Staff	Use this when working normal hours
ABS	NO PAY – Absent without benefits	Use this when no sick/vacation/holiday hours are accrued but were not working.
AFL	NO PAY – Absent without Pay – FMLA	Use this when no sick/vacation/holiday hours are accrued but on FMLA.
BHS	Benefit Hours Supplement	This is for IUPUI's employees only, do not use this.
CAL	Call Back Overtime	Do not use this code
CPT	Comp Hours – Reduce Accrual	Use this code when you want to take comp time hours previously accrued.
HFL	Holiday Hours Taken – FMLA	Use this code if you are on FMLA and want to use holiday hours previously accrued.
HTK	Holiday Hours – Reduce Accrual	This code is used when you are taking a holiday previously accrued but didn't take at the time – Campus Holiday for example.
OC1	On Call – 1.50	Do not use this code
OC2	On Call – 2.00	Do not use this code
SCK	Sick nonexempt	Use this code when you want to charge your time off to sick.
SFL	Sick nonexempt – FMLA	Use this code when you are on FMLA, and need to charge Sick hours
TDC	Daily Overtime – Comp Hours	This code is used when you are daily working overtime and you want to get time to use at a later date.
TDP	Daily Overtime – Paid	This code is used when you are daily working overtime and you want to be compensated for it with pay.
TUH	TIME – Unallocated Hours	This code is used when you aren't sure what code to use, please always explain the circumstance in the "notes section" so we can determine which code needs to be used. (Court duty or funeral time for example)
UNB	Union Business	This code would be used when you are using your time to work on CWA/AFSCME business.
VAC	Vacation	Use this code when you want to charge vacation hours for time off.
VFL	Vacation – FMLA	Use this code when you are on FMLA and want to charge vacation hours for time off.
WTH	Weather	This code is used when you are not able to make it to work because of the weather, only used with permission of University Human Resources.