

## Employee Tip Sheet, Time Information Management System (TIMS)

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The following information is for UVU part-time and student employees that have been instructed by their departments to clock-in/out using TIMS. Information provided below directly pertains to computer access of TIMS. Employees should check with their departments for specifics regarding the manner they should use to clock-in/out of TIMS (computer, iPad, or other internet enabled device).

1. **Clocking-in** (<http://tims.uvu.edu/tims/prod/timeclk.php>), An employee will need their UVID to clock-in using TIMS. After an employee enters his/her UVID (s)he will be required to select the position (s)he is clock-in to. TIMS will not clock the employee in until a position has been selected. If an employee has multiple positions on campus, (s)he should take care to select the appropriate position from the positions listed. TIMS will provide a visual confirmation when an employee clocks-in, the employee should watch for this confirmation to ensure (s)he has successfully clock-in.
2. **Clocking-out** (<http://tims.uvu.edu/tims/prod/timeclk.php>), An employee will need their UVID to clock-out of TIMS. TIMS will automatically clock the employee out of the position (s)he is currently clocked-in to. As with clocking-in, the employee should watch for a visual confirmation to ensure (s)he has successfully clock-out.
3. **Accessing and/or adjusting clocked-in/out time entries** (<https://tims.uvu.edu/tims/prod/>), Using his/her UVID and myUVU password, an employee can view his/her time entries created by clocking-in/out of TIMS (current and past pay periods). Corrections to clocked time entries can only be made for the current pay period. To correct a time entry, the employee should select the time entry's *Edit* button to open an *Edit Time* window. The employee can change the position the hours were worked under, the date, and the time work started and ended. A reason for the adjustment must be entered before TIMS will allow changes to be saved. The employee's supervisor will be alerted to adjustments made and will be required to approve, deny, or modify each adjustment.
4. **Entering time work not clocked-in/out** (<https://tims.uvu.edu/tims/prod/>), Using his/her UVID and myUVU password, an employee can enter hours worked that were not clocked-in/out using TIMS. Non-clocked hours can only be added for the current pay period. To enter hours worked but not clocked-in/out, the employee should select the *Add New* button to open an *Edit Time* window. The employee will need to select the position, enter the date, the time work started and ended, and a reason the time was entered and not clocked-in/out. The employee's supervisor will be alerted that time has been added and will be required to approve, deny, or modify each non-clocked time entry.
5. **Forgot to Clock-in** (<https://tims.uvu.edu/tims/prod/>), If an employee forgets or is unable to clock-in (s)he can add a clock-in time only. The employee should select the *Add New* button to open an *Edit Time* window and select the position, date, and clock-in time. To do a clock-in only, check the *Clock In Only* box and enter a reason. The employee can then clock-out as normal at the end of his/her shift.
6. **Forgot to Clock-out** (<https://tims.uvu.edu/tims/prod/>), If an employee forgets to clock-out TIMS will clock him/her out at 11:59pm (if the employee has over 10 hours worked), the employee will clock themselves out the next time they try to clock-in, or the supervisor will clock the employee out when finalizing time for the pay period. In any case, an adjustment will need to be made to one or more time entries to make the hours in TIMS match the hours actually worked by the employee, refer to *Accessing and/or adjusting clocked-in/out time entries* above.