

Full-Time Nonexempt Employee Tip Sheet, Time Information Management System (TIMS)

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The following information is for UVU full-time nonexempt employees required 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). Links to the clock in/out side of TIMS and the management side of TIMS are included in the section headings. Employees should use both TIMS links (clock in/out and management) to effectively manage their time worked.

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 clocking-into. 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. After an employee enters his/her UVID, (s)he will be automatically clocked 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 clocked-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, using *MyTime*. *MyTime* shows hours by pay period but can be changed to view hours by week using the *From:* and *To:* dates (UVU's official workweek runs Saturday – Friday). Corrections to clocked time entries are allowed only for weeks that have not yet been certified (approved). To correct a time entry, the employee should select the *Edit* button, next to the time entry to be adjusted, to open an *Edit Time* window. The employee can change the position, date, and work start and end times. A reason for the adjustment must be entered before TIMS will allow changes to be saved. The employee's supervisor is required to certify (approve), return for correction, or modify hours worked, including adjustments made, weekly through the certification process, refer to the *Weekly certification of hours worked* section of this document.
4. **Entering time 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 through TIMS using *MyTime*. Non-clocked hours can only be added for weeks that have not been certified (approved). 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 required to certify (approve), return for correction, or modify hours worked, including hours added, weekly through the certification process, refer to the *Weekly certification of hours worked* section of this document.
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, in *MyTime*, 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 hours worked are over 10. If hours worked are less than 10, the employee will clock themselves out the next time they try to clock-in. 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 before the employee certifies his/her hours for the week, refer to *Accessing and/or adjusting clocked-in/out time entries* above.
7. **Entering time off** (<https://tims.uvu.edu/tims/prod/>): If an employee takes time off work, paid or unpaid, leave should be entered in TIMS to cover the time not worked. Full-time nonexempt employees can enter

leave one of two ways in TIMS. 1st, leave taken can be entered using *Leave Request/Balances*, under *MyLeave*, for the current week, future weeks, or in rare occasions, past weeks. When entering leave, the employee should select the appropriate *Leave Type*, enter the date the leave will be taken, enter the number of hours to be taken, add notes if desired, and select *Submit Leave* in the *Leave Request* section. Leave entered for current or future weeks will pull into the appropriate weekly certification process to receive employee and supervisor approval. 2nd, leave taken can also be entered for the past and current week (before the week has been certified) using the *Add* buttons under *Leave Taken* in *MyCertify*. To enter leave in *MyCertify*, go to the correct uncertified workweek, select the *Add* button to the right of the day the leave was or will be taken, select the leave type, enter the number of hours taken, add notes if desired, and select *Add Leave Hours*. Leave entered will be approved by the employee and supervisor during the weekly certification process.

8. **Weekly certification of hours worked** (<https://tims.uvu.edu/tims/prod/>): Each full-time nonexempt employee will need to certify his/her hours worked and leave taken each week. UVU's workweek is Saturday – Friday. Since the workweek needs to be complete before certification can take place, most employees will certify hours worked and leave taken for the previous week on Monday of each week. The employee must certify (approve) his/her hours worked before the supervisor can certify (approve) the employee's hours, completing the weekly certification process. Use *MyCertify* to certify hours worked by going to the workweek to be certified, reviewing hours entered for the workweek, entering leave if *Total Hours* are under 40 (to avoid dock pay), and selecting *Certify Hours*. Failure to certify hours timely may result in delayed comp. time accruals, premium holiday pay, and call-in pay and increase the potential for dock pay (negative hours used to reduce pay when less than 40 hours are worked in any given workweek).