

## Part-Time Employee User Guide to the Time Information Management System (TIMS)

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**Employee Clock-in/out:** <https://tims.uvu.edu/tims/prod/timeclk.php>

1. **TIMS Clock-in/out**, Employees should check with their departments for specifics regarding the manner they should use to clock-in/out of TIMS (i.e., Computer, iPad, or phone). Employees that will clock-in/out using a computer should add the above link to their computer desktop.
2. **Clocking-in**, Employees will need their UVID to clock-in using TIMS. After the employee enters his/her UVID they will be required to select the position they are clocking-in for. TIMS will not clock an employee in until a position has been selected. Employees with multiple positions on campus should take care to select the appropriate position from the positions listed.
3. **Clocking-out**, Employees will need their UVID to clock-out of TIMS. TIMS will automatically clock the employee out of the position he/she is currently clocked-in for.

**Employee Access/Management of Time:** <https://tims.uvu.edu/tims/prod/>

1. **Accessing Time**, Using his/her UVID and myUVU password, an employee can access time clocked in TIMS for current and past pay periods.
2. **Adjusting Time**, Employees can adjust clocked-in/out time entries in TIMS for the current pay period only (MyTime). Supervisors will be alerted to time adjustments and will be required to approve, deny, or modify each adjustment (Approvals).
3. **Entering Time**, Employees can enter hours worked that were not clocked-in/out using TIMS for the current pay period only (MyTime). To enter hours, select the *Add New* button to open a time entry window. Select the position in which the hours were worked and enter the date, time started and ended, and reason the time was not clocked-in/out. Supervisors will be alerted to time entered and will be required to approve, deny, or modify all entered time entries (Approvals).

**Supervisor Access/Management of Time:** <https://tims.uvu.edu/tims/prod/>

1. **Accessing Employee Time**, Using his/her UVID and myUVU password responsible parties or their designated proxy can access employee time entered in TIMS for current and past pay periods.
2. **Supervisor Access**, Responsible parties and/or proxies will have access to part-time employee time entries in TIMS for timesheet orgs they have been granted access. Supervisors and/or employees responsible for reviewing, adjusting, and approving part-time hours worked and are not the responsible party and have not been given proxy rights will need to have access granted to them.
3. Access can be granted through Banner proxy or in TIMS (refer to the Banner Access Form on the HR web page for adding Banner Proxy access or “Adding Supervisor Access” below for adding access through TIMS).

4. **Adding Supervisor Access (through TIMS)**, Responsible parties and/or their proxies can provide access to view, approve, and finalize part-time employee time entries in TIMS. To provide access select the *Setup* option under *Reports/Tools* and click the *Manager* button. You will have the option to *Add New Manager* or select an existing manager to modify access. The UVID of the manager and employees they need accessed to are required. It is important to remember that new employees will need to be added to the manager's access by whomever granted the access (responsible party or their proxy). Failure to add a new employee to a manager's access may result in hours worked not getting paid because the new employee will not be visible to the supervisor during the finalization process (refer to Time Submission to Payroll).
5. **Viewing Time Entries**, Supervisors can view employee time entries using the *Detail Time Report* under *Reports/Tools*. The *Detail Time Report* defaults to the current pay period but can be used to view any pay period by selecting the *Previous* and *Next* buttons or any time frame by entering a specific date range. Supervisors can also view all employees or limit the report to just one employee. Each time a change is made to the criteria to be reported or the report does not populate, the *Go* button should be used to refresh the report.
6. **Adjusting Time Entries**, Supervisors can edit or delete incorrect time entries in the *Detail Time Report* under *Reports/Tools*. To adjust a time entry, left click the time entry and an *Edit Time* window will open. A reason will be required before any time entry adjustments will be saved. If no adjustments are required the *Cancel* button can be selected to exit the *Edit Time* window. The employee will receive notification of all time entry adjustments made by the supervisor.
7. **Adding Time Entries**, Supervisors can add a time entry for an employee in the *Detail Time Report* under *Reports/Tool*. To add a time entry, left click the *Add Time* button next to the employee's name and UVID. A *New Time Entry* window will open allowing the selection of the correct position and entry of the date, the time work started and ended, and a reason the time was entered and not clocked-in/out. The *Cancel* button can be used to exit the *New Time Entry* window without adding a time entry.

If an employee does not have a time record in the *Detail Time Report* for the current pay period, use the *Add Time* button at the top of the report next to the *from* and *to* dates for the pay period. An *Enter A New Time Entry* window will open allowing access to all part-time employees within the supervisors access. Once a time entry has been entered and saved, additional time entries can be added using the *Add Time* button next to the employee's name and UVID.

#### **Approving Time Adjustments (Approve): <https://tims.uvu.edu/tims/prod/>**

1. **Approving adjustments**, Clock-in/out time entries that have been adjusted by the employee need to be approved by the employee's supervisor. Each time a supervisor accesses TIMS they will be brought to *Approvals*. Time entries that have been added, adjusted, or deletion requests made by the employee will be listed in yellow or orange. The supervisor should approve these adjustments daily and must approve these requests before TIMS will allow access to the Finalize process for the pay period. Supervisors will also receive an email notification once each day when adjustments are waiting for approval.

#### **Time Submission to Payroll (Finalize): <https://tims.uvu.edu/tims/prod/>**

- 1. Submission Period**, Departments are given the two work days directly following the last day of the pay period to review time entries for correctness and finalize them for payroll processing. Failure to submit time within the two days provided will result in employees not getting paid and/or fees being charged to departments for payroll manual time entry. To know when time is due for each pay period, please refer to the Coordinator Calendars on the UVU Payroll Office web page (<http://www.uvu.edu/payroll/calendar>).
- 2. Time Entry Review**, Supervisors should make sure all time adjustments have been approved (*Approvals*) for the pay period before reviewing time entries. Time entries should be reviewed for correctness using the *Detail Time Report* under *Reports/Tools*. The *Clocked In/Out Date and Time* and *Total Time Clocked In* columns should be reviewed for each time entry. Particular attention should be paid to the time sheet org., position number, and suffix of each time entry. Use the legend at the top of the *Detail Time Report* to determine why some time entries are highlighted in different colors. Entries highlighted in blue (*No Job Set*) must be corrected before Finalizing time to Banner. Incorrect time entries should be corrected by left clicking on the *Edit* button or, if available, the *Job* button in the time entry to allow adjustments to be made (refer to Adjusting Time Entries above).
- 3. Starting the Finalization Process**, Once all adjustments have been approved and time entries have been reviewed for correctness, select *Finalize* to start the finalization process. *Finalize* should have the heading of *Time Entry Pending Submission*. Hours verified on the *Detail Time Report* should match hours under *Finalize*. This is also the only time you can change the earn code for time worked. Under the Pay Type (Earn Code) heading you have the option of Regular (default), Call In, Holiday, and Overtime. Remember, TIMS automatically calculates overtime and will insert an overtime earn code if a part-time employee works over 40 hours in a University work week (Saturday – Friday). If all hours and earn codes are correct, select the *Submit Time to Banner* button at the bottom of the report.
- 4. Time Entry Errors**, If errors are found when TIMS pushes hours to Banner, the *Finalize* screen heading will change to *Time Entry Errors*. Days with time entry errors will have the right column highlighted in red and must be resolved before the *Finalize* process can be completed for the payroll period. Hover the cursor over the section in red to see an error description. The most common errors are “Position not set for third party time entry” and “Invalid pidm, posn, suff, coas, orgn combination”. If the “Position not set for third party time entry” error is received, call the Payroll Office and we will set the employee’s position to third party time entry. If the “Invalid pidm, posn, suff, coas, orgn combination” error is received, you should check the *Detail Time Report* to make sure the position is not in blue, *No Job Set*, and/or the position is active and not terminated. If a position is in blue, *No Job Set*, left click the *Job* button on the right of the time entry and select the position with a suffix (e.g., 00, 01, 02, 03, etc.). If only a position with no suffix is available, call the Payroll Office to determine the status of the employee’s ePAF. If the employee has recently had a change to their position, they may have clocked-in to a terminated position number. On the *Detail Time Report*, Left click the *Edit* button at the left of the time entry record for the day the error was received. Right click the arrow to the right of the position number to get a list of position numbers. Select the active position number, add a comment and select save. Once all errors have been resolved, click the *Submit time to Banner* button at the bottom of the finalize screen. If any errors have not been resolved the finalize screen will retain the *Time Entry Errors* heading.
- 5. Time Audit Report**, After all errors have been resolved and *Finalize* has a heading of *Time Entry Pending Final Approval*, it is now time to check the *Time Audit Report*. The *Time Audit Report* is located under *Reports/Tools* and has three sections, 1) *Time Clock Hours Do Not Match Banner*, 2)

*Hours in Time Clock, Not in Banner* and 3) *Hours in Banner, Not in Time Clock*. The first two sections of this report identify hours on the *Detail Time Report* that are not showing on the Finalize screen and subsequently will not be pushed to Banner for payroll processing. If time is found on this report it must be researched and corrected before completing the finalize process. If it is determined that TIMS hours do not match Banner hours and the problem cannot be resolved using the *Detail Time Report* or the discrepancy is found after the finalize process is complete, notify the Payroll Office as soon as possible.

6. **Time Entry Pending Final Approval**, If no employees are listed on the *Time Audit Report* and *Finalize* has the heading of *Time Entry Pending Final Approval*, select the *Submit Final Banner Approval* button at the bottom of the finalize screen to approve time for payroll processing. Once you submit time for final banner approval you can make no additional changes to time for the pay period. *Finalize* should return with a heading of *Time Entry Complete*. You are now done finalizing time for the pay period.

**Additional TIMS Features:** <https://tims.uvu.edu/tims/prod/>

1. **Overtime Calculation**, TIMS calculates overtime based on a UVU work week of Saturday – Friday. Overtime resulting from time entries on TIMS will be paid at time and one-half. Overtime charges resulting from employees working in multiple positions on campus will be prorated based on the number of hours worked in each position. Hours not entered and paid for a previous pay period should be submitted to Payroll outside of TIMS to avoid overtime payments resulting from entering past hours in the current pay period.
2. **Highlighted Time Entries**, When approving time entry adjustments, reviewing time entries for correctness on the *Detail Time Report*, or reviewing your own time under *MyTime*, pay particular attention to time entries that are in color. TIMS uses color to warn employees and supervisors of nonstandard time entries. Refer to the legend bar at the top of the screen for a description of each color.
3. **Email Notifications**, When employees' time adjustments are waiting for approval, supervisors will receive an email each day until the adjustments have been approved or denied. Employees will also receive emails notifying them when adjustments have been approved or denied. As an additional safeguard, to ensure hours submitted to Banner are the same as the hours entered in TIMS, both the supervisor and employee will receive an email showing the total hours submitted to Banner for payroll processing. If the employee or supervisor determines hours shown on the email to be incorrect, the supervisor should contact the Payroll Office as soon as possible.
4. **Monitoring of Work Hour Limits**, TIMS provides employees and supervisors easy access to part-time hours worked by week and month. Employees see a 28 hour weekly countdown at each clock-in, based on the University's work week of Saturday to Friday. When an employee works over 28 hours in a week, the countdown warns the employee by displaying the hours work over 28 in red and as a negative (will not prevent the employee from clocking-in or out). Supervisors have access to a *Time Remaining Report* under *Reports/Tools*. This report allows the supervisor to view hours remaining for the current week and month for each of their part-time employees. The Time Remaining Report shows only hours clocked through TIMS and is current as of the last time entry clocked. The report is based on the part-time work hour limits of 28 hours per work week (Saturday – Friday) and 120 hours per month.

## Description of TIMS legend:

<u>Possible Time Error</u>	This is just a warning indicating the time entry may be inaccurate. If a time entry is for more than 10 hours or is under 5 minutes it will show as a possible time error. If the time entry is determined to be incorrect the supervisor or employee should make the needed edits to the time entry. If the time entry is accurate, no edits are required and the time entry will be processed and paid as clocked-in/out.
<u>Awaiting Approval</u>	Indicates the time entry has been added or adjusted by the employee and is waiting for the supervisor's approval ( <i>Approvals</i> ).
<u>Deletion Request</u>	Indicates the employee has requested the time entry be deleted and that the request is waiting for the supervisor's approval ( <i>Approvals</i> ).
<u>Adjustment Declined</u>	Indicates an adjustment or deletion request that has been declined by the supervisor. The time entry will be processed and paid as clocked-in/out without the requested adjustment.
<u>Adjustment Approved</u>	Indicates the supervisor has approved the addition of or the adjustment to the time entry. The time entry will be processed and paid as added/adjusted.
<u>Other Department Time</u>	Indicates the time entry has been clocked for a position outside of the supervisor's area of responsibility. Allows supervisors to see hours worked by their employees in other departments across campus.
<u>No Job Set</u>	Indicates TIMS is pulling the employee's position information from the ePAF and not the Banner payroll system. The position number will not have a suffix and must be fixed before finalizing time for the pay period. Use the Job button to select the position number with a suffix. If there is no position number with a suffix is available, call the Payroll Office to see that status of the ePAF.

## Description of TIMS Headings/Reports: <depending on your TIMS access, you may not have all options listed below>

<u>MyTime</u>	Detail of current and past clocked in/out time entries. Ability to add, edit, and delete time entries. < <i>part-time employee access required</i> >
<u>MyLeave</u>	Access to enter leave, view leave history and calendar. < <i>full-time employee access required</i> >
<u>MyCertify</u>	A weekly accounting of hours worked by full-time nonexempt employees. Ability to enter leave and view overtime worked or dock pay accessed due to insufficient hours worked. Used by employees to approve their hours weekly and submit them to their supervisor for approval. < <i>full-time nonexempt employee access required</i> >
<u>Approvals</u>	Used by supervisors to approve time edits made by part-time employees to clocked-in/out time entries (additions, adjustments, and/or deletions). Provides supervisor approval access to leave entered by full-time exempt employees. < <i>Banner proxy or TIMS Manager access required</i> >

<u>Finalize</u>	Approve and submit time for a specific pay period to Banner for Payroll Processing (only available for two business days after the pay period ends). < <i>Banner proxy or TIMS Manager access required</i> >
<u>Certify</u>	Access to nonexempt full-time employee weekly hours worked for supervisor approval. < <i>Banner proxy or TIMS Manager access required</i> >
<u>Reports/Tools</u> Time Management Reports < <i>Banner proxy or TIMS Manager access required</i> >	
<ul style="list-style-type: none"> <li>• <u>Detailed Time Report</u>, A detailing of time entered by employees. Ability to add, edit and/or delete time entries. Used to verify correctness of time entries before Finalizing.</li> <li>• <u>Summary Time Report</u>, A summary of hours (including amounts) actually paid through the Banner payroll system. Data available for completed pay periods only.</li> <li>• <u>In/Out Status Report</u>, A current listing of employees that are clocked-in and those that are clocked-out.</li> <li>• <u>Time Audit Report</u>, A listing of employees with time in TIMS that does not match time submitted to Banner. Used during the Finalize process to ensure time submitted to Banner matches time entered in TIMS.</li> <li>• <u>Time Remaining Report</u>, A weekly and monthly hours worked report to assist in keeping part-time employees within established hour limits.</li> <li>• <u>Setup</u> <ul style="list-style-type: none"> <li>○ <u>Managers</u>, Allows responsible parties and their proxies, in Banner, to provide TIMS access to employees responsible for monitoring part-time hours worked. Access granted can only be viewed and/or changed by the employee that set up the access. Access must be updated with new hires and terminations.</li> <li>○ <u>Assignment</u>, Allows for the creation of job assignments by timesheet org. Adding assignments will require employees to select their position plus an assignment on clock-in. Assignments that hours were clocked under will show on the <i>Detail Time Report</i> for each time entry. Assists departments in tracking part-time hours worked by assignment.</li> </ul> </li> </ul>	