

# Kuali Time Clock Entry Quick Start Guide

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## Open Timesheet

- Log in through One.iu.edu
- Log in directly at time.iu.edu
- Log in using departmental Kuali Time Kiosk

## Time Application is Displayed

Functional tabs that are specific to your roles in Kuali Time will be displayed.





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](#).

[Logout](#)

Employee Name: Hoosier, Ima

Employee Id: 0000000000

Document Id: 00000000

Document Status: SAVED

Clock

Time Detail

System Admin

Person Info

Help

### Clock

Current Time : 01:58:07 pm

Work Status : Clocked out since : Thu, April 23 2015 05:00:00 PM, Eastern Daylight Time

Clock Assignment : Customer Service : \$17.34 Rcd 0 UA-FMOP

Clock In

Missed Punch

▶ Note

## Clock in or out

Timesheet will open on the “Clock” tab.

1. Select assignment to clock in or out of, (if only one assignment, it’s already selected). Only assignments that require a clock action will show up in the assignment drop down.
2. Click on either “Clock In” or “Clock Out” button, whichever is appropriate.

## Submit a Missed Punch Document


If you missed a recent clock action, a Missed Punch document allows you to enter a missed clock punch. For example, ‘clock in’ if clock in was missed, or ‘clock out’ if clock out was missed.

You can submit one Missed Punch document per time block, but it cannot be more than 24-hours in the past. (A clock-in and a clock-out create a time block.)

1. On “Clock Tab,” click the “Missed Punch” button to open the Missed Punch document.
2. Enter date and time of missed action.  
Your “Missed Clock Action” is already selected.
3. If appropriate, add a Note to explain why you missed clocking.
4. Click “Submit”.
5. After document submits, click “Close” to return to Clock tab.
6. The ‘Work Status’ shows the clock action, and resume normal clocking.



## Missed Punch

**Person Name:** Hoosier, Ima  
**Timesheet Document Id:** 0000000000  
**Assignment:** Customer Service : \$17.34 Rcd 0 UA-FMOP ▼  
**Missed Action Date (MM/DD/YYYY):**    
**\* Missed Action Time (HH:MM AM):**   
**\* Missed Clock Action:** Clock In ▼  
**Note:**

### Fix a Time Block Recorded on the Wrong Job Assignment

If you clock-in on the wrong job assignment, continue working and clock out at the end of your work period. You can then update the recorded time block to the correct job assignment.

1. Go to the “Time Detail” tab and find the time block you need to correct.
2. Click on the underlined assignment name.
3. “Add Time Block” dialog box opens. In the “Assignment” dropdown, select the correct assignment.



4. Click **Update**.
5. Verify that time blocks are correct in the summary section.

### View Summary of Hours Worked

- On the “Time Detail” tab there is a section showing a summary of hours recorded for that timesheet.
- Displays hours entered by Assignment, day and by Earn Code. Assignments are color coded for ease of viewing.
- Displays a running weekly and pay period total.

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



## View Leave Accruals

If your position earns benefit time (PTO, vacation, sick), open the “Leave Accrual” to review your leave balances as of the previous payroll.


- Leave balances are displayed in the following format:

Accrual Category	Yearly Carryover	Hours Accrued	Hours Taken	Hours Adjust	Total Hours ?	Effective Date
Vacation/PTO Accrued(5I)	63.213411	66.51	102.4	0	27.323411	04/25/2015
Vacation/PTO Available(5V)	63.213436	66.51	102.4	0	27.323436	04/25/2015
Sick(5O)	19.508719	33.3	48.9	0	3.908719	04/25/2015
Holiday Hours(5X)	0	0	8	8	0	04/25/2015
Compensation Hours(5Y)	10.65	0	10.6	0	0.05	04/25/2015

- Balances are brought in from the HRMS Payroll System, so they may not reflect your current totals.
- You will receive a warning on your timesheet if you attempt to use more than your available balance.
- Check with your supervisor or departmental payroll processor if you have any questions about your accrual balances or how you can use them.



**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.).

## Add Leave Hours

1. If your position earns benefit time (PTO, vacation, sick), go to “Time Detail” tab to enter those hours.
2. On the pay period calendar, click on a day or select the date range when you plan to take or have taken leave.
3. “Add Time Blocks” dialog box opens:
  - Verify “Date Range” is correct and adjust if necessary.
  - Select the appropriate “Assignment” from the drop down box. If you only have one assignment, you will not have the option to select another.
  - Select the “Earn Code” for the leave you are taking (SCK, VAC, PTO, etc.).
  - Enter the number of hours per day of leave you intend to take.
  - Leave “Apply time to each day in range” box checked
4. Click **Add**  button to complete leave hours entry.

**Add Time Blocks :** ✕

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Date range:   -  

Assignment:  ▼

Earn code:  ▼

Hours:

Apply time to each day in range

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## Add Timesheet Notes

1. Click on the “Note” section to expand it.
2. In the Note textbox that appears, type a note and click **Save**.

Create Note			
Author	Date	Note	Action
Public, John	08/30/2011	<input type="text"/>	<input type="button" value="save"/>
		Attachment: <input type="text"/> <input type="button" value="Browse..."/>	

View Notes			
Author	Date	Note	Action
Public, John	08/30/2011 11:36 AM	I was out for doctor appt on 8/25 from 8 am to 10 am. Doctor appt.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. You can also add an attachment, such as a Word, Excel or email file to a note:

1. In the “Attachment” field just below the Note textbox, click **Browse...**
2. 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. If you are using Chrome, this opens the ‘Open’ dialog box.
3. Select the name of a file to upload and click Open.
4. 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.

Other Kuali Time users, such as your timesheet approvers, can click the download link to view the attached file.

## Get Help and Report Problems

- Click the **Help** tab on your timesheet to view “how-to” videos and online documentation.
- Contact your Supervisor first if you have questions, can’t log in, or need corrections to your timesheet.
- Submit a question via the Time Support form: <https://fms.iu.edu/support>

## Log Out

Click on “Logout” link at top right of page.

