

## **Instructions for Luddy Supervisors PAO and Bi-weekly timesheet approvals**

As a Supervisor/TIME Approver, you will need to electronically approve the timesheets for the employees in the Work Areas that you supervise. Timesheets will be routed to you at the end of the pay period (midnight on the second Saturday of that two-week period). At this point, the employee may no longer make any changes to their timesheet. Please approve these timesheets by the following Tuesday at Noon. KUALI TIME is web-based, you can approve the timesheets anywhere that you have access to a computer and the internet.

**Please note:** *By approving the timesheet you are confirming that you agree with the hours worked and that the timesheet is correct, to the best of your knowledge.*

### **To approve a timesheet:**

1. Log on to One.IU: <http://one.iu.edu> Click the "login" button, authenticate using your network username and password.
2. In the search box, type in "Action List." Click the Action List icon to open. You can also click the heart on this icon to set it as a favorite to easily find this in the future.
3. To review and approve a timesheet, click the document ID number of the timesheet to open the document. (Every PAO & Bi-Weekly employee will have their own timesheet/document number.)
4. Click "Edit" at the top of the left-hand side of the timesheet. Click "expand all" at the top of the right-hand side of the timesheet. You should now be able to see the exact hours that are recorded.
5. Verify the hours closely as to what the employee has submitted. Do not approve unless you agree with the reported hours.
6. If you agree with the hours submitted go to the bottom center of the page and hit approve.

### **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).
  - If necessary, click the "add" button to add a new row.
  - Select "assignment" from drop down box.
  - Select "Earn code" from drop down box (see last page for details on codes).
  - If using RMO, TDC, or TDP earn codes enter exact hours worked.

- If using SCK, PTO, ABS, AFL, CPT, HFL, HTK, SFL, TUH, or PFL earn codes enter total hours used in “hours” column. System defaults to 12 am for time blocks.
- **Overtime is not authorized without Supervisor approval.**

4. Click the “Save” button at the bottom of the timesheet.

5. Click the “edit” button in the upper-left-hand corner.

6. Click “Approve” button at the bottom of the timesheet.

**Any time you make a change to an employee’s timesheet they will receive an automated e-mail informing them a change has been made.**

**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, go to 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.

Some timesheets may have problems that prevent them from being approved. These timesheets must be corrected before approval can occur.

**Overlapping timeblocks:** The system has measures in place to help prevent an instance of two or more timeblocks overlapping. However, if it does occur the timesheet will need to be corrected to remove these overlaps before the Supervisor can approve it.

**Expected Hours not met:** Biweekly Support, PAO, and Service staff employees have a number of expected hours that must be accounted for each week. For example, a full-time Biweekly employee must account for 40 hours, prorated for part-time employees. If a Supervisor/TIME Approver does not know or is unable to find the appropriate earn code, then charge the missing hours to Unallocated (TUH) and add a note to the timesheet as to what it should be charged to help determine the correct code.

**Hours Summary:** This section of the timesheet will show a “summary” of the total hours worked in each week (40 hours) and should total 80 hours total for the pay period. If they do not add up to 80 hours, please call Kaylin Boyd (6-1353) for help with determining what needs to be modified on the timesheet.

**Leave Balances:** This is an area that is for your information, and not for action. To see the employee’s balances, simply click on the “show” button and it will bring up all the hours that have accrued. Note: These are the hours that are available for the employee to use during the pay period you are approving.

**Notes:** The notes section can be used at other times, when you need to write a note to payroll, for example. After you write the note, click the save button or your note will not be saved.

**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 [sicepay@indiana.edu](mailto:sicepay@indiana.edu). If unavailable, please use the TUH code and explain the circumstance in the "notes" section of the timesheet.

RMO	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.
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.
HOL	Holiday	To cover absence during official IU holiday. Hours subtract from regular hours and benefit accruals are earned. Must be in pay status at least 4 hrs day before or after holiday to earn.
HON	Honorary Vacation	Use of hours from honorary vacation bank to cover absences. Hours subtract from reg reduce honorary vac bank and accruals are earned.
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.

PFL	PTO – FMLA	PTO hours used during approved FMLA leave. Hours subtract from reg, reduce PTO bank, earn accruals, but do not count towards annual max usage.
PPL	Paid Parental Leave	Hours used for 6 wks paid parental leave per policy. Accruals are earned.
PTO	Paid Time Off	Hours used from PTO bank to cover absence. Hours subtract from reg, reduce PTO bank and earn accruals.
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)
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.