
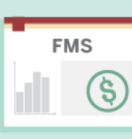






Kuali Time Quick Start Guide: Clock Entry

Open Timesheet

1. Log in to One.IU.
2. Type **Kuali Time** in the search box.
3. Select the **Kuali Time** app.

Search Results: Tasks Back


 Kuali Time (All IU Campuses) ★★★★★ (17) i ♥	 Financial Management Services FMS (All IU Campuses) ★★★★★ (1) i ♥
 Grants and Contracts Kuali Coeus (All IU Campuses) ★★★★★ (0) i ♥	 All IRB Services Kuali Coeus (All IU Campuses) ★★★★★ (0) i ♥
 Kuali Financial System (Authorized Users) KFS (All IU Campuses) ★★★★★ (6) i ♥	 Workflow Group Lookup Kuali Rice (All IU Campuses) ★★★★★ (1) i ♥

*You may want to add it to your favorites for ease of access by clicking on the little heart in the lower left-hand corner of the box.

Clock In/Clock Out

Your timesheet will open on the Clock tab. Other functional tabs that are specific to your roles in Kuali Time will be displayed.

1. Select assignment to clock in or out of (if there is only one assignment, it is already selected.) Only assignments that require a clock action will show up in the assignment drop down.
2. Click on either the **Clock In** or **Clock Out** button, whichever is appropriate.
3. Click the **Logout** link to close your timesheet.



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: 000000000
Document Id: 00000000
Document Status: SAVED

Clock Time Detail Person Info Help

Clock
Current Time : 10:19:56 am
Work Status : Clock out since : Fri, December 13 2013 08:36:00 AM, Eastern Standard Time
Clock Assignment : Hourly Employee in FICAT : \$13.20 Rcd 0 UA-FMOP
<input type="button" value="Clock In"/> <input type="button" value="Missed Punch"/>


Submit a Missed Punch Document

If you missed a **recent** clock action, Quali Time allows you to enter that missed clock punch. 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. From the Clock tab, click the **Missed Punch** button to open the Missed Punch document. See image above.
2. Enter date and time of missed action. The appropriate 'Missed Clock Action' is already selected.
3. If appropriate, add a note to explain why you missed the clock action.
4. Click **Submit**.
5. Click **Close** to return to the Clock tab.

Resume normal clocking now that the correct 'Work Status' at the top of the Clock tab is reflected.

Missed Punch

Person Name: Hoosier, Ima
Timesheet Document Id: 00000000
Assignment: Hourly Employee in FICAT : \$13.20 Rcd 0 UA-FMOP ▾
Missed Action Date (MM/DD/YYYY): 
*** Missed Action Time (HH:MM AM):**
*** Missed Clock Action:** Clock In ▾
Note:

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, by day, and by earn code. Assignments are color-coded for easy 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
RGH: Regular Pay Temporary																	
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
OVT: Overtime 1.5X																	
Lab : \$18.00 Rcd 1 BL-CHEM													5.50			5.50	5.50
Summary Overtime Totals													5.50			5.50	5.50

Add Timesheet Notes

1. Click on the 'Note' section to expand it.
2. To add the first note, click the **Add Note** button in that section.
3. In the Note textbox that appears, type a note and click **Save**.

▼ Note

Create Note

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

Attachment:

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 download	<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 the **Browse...** button. 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.
2. Select the name of a file to upload and click **Open**.
3. 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 Quali Time users, such as your timesheet approvers, can click the **download** link to view the attached file.

Get Help and Report Problems

1. Click the **Help** tab on your timesheet to view video demonstrations and online documentation.
2. Contact your supervisor if you have questions, can't log in, or need corrections to your timesheet.
3. Submit a question via the Time Support form if further assistance is needed:

http://www.fms.indiana.edu/support/support_form.asp

Log Out

Click on **Logout** link at top right of page (red box).



The screenshot shows the top header of a web application. On the left is the logo for Psi Kuali kpmc. On the right, the user's name is "Public, John" and the employee ID is "987654321". A red box highlights the "Logout" link in the top right corner. Below the header is a navigation bar with several tabs: "Clock", "Time Detail", "Leave Accrual", "Approvals", "Payroll Processor", "Admin", "Person Info", and "Help".

Ψ Kuali kpmc	Employee Name: Public, John	Logout					
	Employee Id: 987654321						
Clock	Time Detail	Leave Accrual	Approvals	Payroll Processor	Admin	Person Info	Help