

## Full-Time Nonexempt Employee and Supervisor 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 as a shortcut.
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. The employee should watch the TIMS clock-in/out screen for a visual confirmation that he/she has been clocked-in.
3. **Clocking-out:** Employees will need their UVID to clock-out of TIMS. Once the employees has entered his/her UVID, TIMS will clock him/her out of the position he/she is currently clocked into. The employee should watch the TIMS clock-in/out screen for a visual confirmation that he/she has been clocked-out.

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

1. **Accessing time:** Using the link provided above and his/her UVID and myUVU password, an employee can access time clocked through TIMS for current and past workweeks in *MyTime*. Use the *From* and *To* dates to change the view from the current pay period to the appropriate workweek. When making changes to report criteria, the *Go* button must be selected to repopulate the report.
2. **Adjusting time:** Employees can adjust their clocked-in/out time entries through TIMS for workweeks that have not been certified (approved) in *MyTime*. To adjust hours worked, select the *Edit* button to the left of the time entry to be adjusted to open an *Edit Time* window. The position, date, and clocked-in and clocked-out times can be adjusted to match actual hours worked. A reason for the adjustment is required before it can be saved.
3. **Adding time:** Employees can enter hours worked that were not clocked-in/out through TIMS for workweeks that have not been certified (approved) in *MyTime*. To enter hours worked, select the *Add New* button to open an *Edit Time* window. Select the position in which the hours were worked and enter the date, clocked-in and clocked-out times, the reason the time was not initially clocked-in/out, and select *Save*.

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

1. **Accessing leave balances:** Using the link provided above and his/her UVID and myUVU password, an employee can access his/her leave balances in *Leave Request/Balances* under *MyLeave*. *Leave Request/Balances* shows an employee's current leave hours available for vacation, sick, personal,

and comp. time.

2. **Entering leave taken:** Remember, time off that can be scheduled is required, by policy, to be approved by the employee's supervisor prior to it being taken. Follow your department's procedures for scheduling and receiving prior approval of leave.

There are two ways leave taken can be entered in TIMS. If leave is being entered prior to it being taken, an employee should use ***Leave Request/Balances*** under ***MyLeave***. Leave entered in advance, through ***Leave/Request/Balances***, will populate ***MyCertify*** in the workweek it is actually taken. Leave that is not entered in TIMS prior to the workweek in which it is to be take should be entered in ***MyCertify*** using the ***Add*** button under ***Leave Taken***. When an employee work less than the required 40 hours in a workweek, leave can be entered through ***MyCertify*** to bring hours to 40 avoiding dock pay (negative hours used to reduce pay when less than 40 hours are worked in and given workweek). **Caution**, entering more leave than is needed to bring hours to 40 for a workweek will only reduce your leave balance unnecessarily since comp time/overtime is not calculated using leave taken.

3. **Removing Leave Entered but not taken:** Prior to starting the certifications process for the workweek, leave can be removed by the employee in ***MyCertify***. Under ***Leave Taken***, select the ***View*** button next to the day in which you want to remove leave entered. A row will open below the day with the type of leave and a ***Remove Hours*** button. Select the ***Remove Hours*** button to remove the leave. Once the weekly certification process has been started, the employee's supervisors will need to return the workweek for correction to allow the employee to access and remove leave entered. Once the supervisor has certified hours for a workweek, leave cannot be removed and becomes part of the employee's permanent time entry record.

**Employee Weekly Approval of Time and Leave:** <https://tims.uvu.edu/tims/prod/>

1. **Monitoring hours worked during the workweek:** Using the link provided above and his/her UVID and myUVU password, an employee can access a summary of his/her weekly hours worked using ***MyCertify***. When entering ***MyCertify***, an employee will see hours worked, holiday hours, and leave taken, by day and in a decimal format rounded to the nearest quarter hour, for the current workweek (Saturday – Friday). The ***Certification Summary*** will show a weekly total of hours worked, holiday hours, leave taken, and total hours. An employee who has not clocked hours worked or entered leave hour taken that total 40 hours for the workweek will see a ***Docked Pay*** entry highlighted in red. ***Docked Pay*** hours are hours required to complete a 40 hour workweek. As additional hours worked are clocked into TIMS, and/or leave taken is entered, ***Docked Pay*** hours will reduce proportionately. Once an employee works 40 hours, no ***Docked Pay*** will be present for the workweek. If less than 40 hours are worked in a workweek, a leave entry will be requires to remove the ***Docked Pay*** hours. Holiday hours will reduce ***Docked Pay*** and auto populated in ***MyCertify*** for the 12 holidays staff receive each year.
2. **Approving hours worked at the end of a workweek:** At the completion of each workweek, an employee is required to certify (approve) his/her time worked during the workweek. By certifying (approving) time entered, the employee is stating that this is an accurate record of hours worked and leave taken. ***MyCertify*** is used to perform the weekly certification (approval) process. When an employee enters ***MyCertify***, they will be shown the current workweek. To certify (approve) hours worked in a previous workweek, an employee will need to select the ***Previous Week*** button under the dates for the current workweek. Time reflected in ***MyCertify*** should be reviewed for accuracy before the employee starts the weekly certification (approval) process. Adjustments needed to correct hours

worked should be made in *MyTime*. Leave entries and adjustment will need to be made with the action buttons available under *Leave Taken* in *MyCertify*. Once hours for the week are determined to be accurate, the employee should select the *Certify Hours* button to approve the hours and submit them to his/her supervisor for review and approval.

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

1. **Accessing employee time:** Using the link provided above and his/her UVID and myUVU password, the responsible party, or designated proxy, can access time entered by full-time nonexempt employees, for current and past workweeks, using the *Time Detail Report* under *Reports/Tools*. When reviewing time for full-time nonexempt employees, supervisors should use the *From* and *To* dates to change the view from the current pay period to the appropriate workweek. Supervisors can also change the view from *All Employees* to *All Full-Time Employees* to limit the report to full-time nonexempt employees. When making changes to report criteria, the *Go* button must be selected to repopulate the report.
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3. **Adjusting time entries:** Supervisors can edit or delete incorrect employee time entries for workweeks that have not been certified (approved) using the *Detail Time Report* under *Reports/Tools*. To edit hours worked, select the *Edit* button to the left of the employee's time entry that needs correcting. An *Edit Time* window will open allowing the position, date, and clocked-in and clocked-out times to be adjusted to match actual hours worked. A reason for the edit is required before changes can be saved. If no edits are required, use the *Cancel* button to exit the *Edit Time* window. Employees will receive email notification for any time entry adjustments made by their supervisor.
4. **Adding time entries:** A supervisor can add a time entry for an employee in workweeks that have not been certified (approved) using the *Detail Time Report* under *Reports/Tools*. To add a time entry, select the *Add Time* button next to the employee's name. If the employee has no time entries, use the *Add Time* button at the top of the report next to the *From* and *To* dates. When the *Add Time* window opens, select the position the hours were worked under and enter the date, clocked-in and clocked-out times, the reason the time was not initially clocked-in/out, and select *Save*. Use the *Cancel* button to exit the *Add Time* window without adding a time entry. Employees will receive email notification for all time entries added by their supervisor.

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

1. **Accessing leave balances:** Using the link provided above and his/her UVID and myUVU password, the responsible party, or designated proxy, can access full-time employee leave balances, using the *Leave Detail Report* under *Reports/Tools*. Supervised employees' current available vacation, sick, personal, and comp. time leave balances will be displayed.
2. **Entering leave taken:** Remember, time off that can be scheduled is required, by policy, to be approved by an employee's supervisor prior to it being taken. Supervisors should instruct their employees on how to schedule and receive prior approval of leave. An employee should enter his/her own leave. In limited circumstances, a supervisor may need to enter leave for an employee.

There are two ways supervisors can enter leave taken for an employee in TIMS. If leave is being entered prior to it being taken, a supervisor should use the *Leave Detail Report* under *Reports/Tools*. The supervisor should select the arrow next to *Select Employee* to see a list of employees. After an

employee is selected, the employee's *Leave Detail Report* will open and the supervisor will have the ability to enter leave and search the employees leave history. Leave entered in advance, through the *Leave Detail Report*, will show on the employee's *MyCertify* for the week in which the leave is actually taken. Leave to be entered by an employee's supervisor for the current workweek can be entered in *Certify* under *Actions* by selecting the *View Hours* button to the right of the employee's name. This will bring the supervisor into the employee's *MyCertify* for the current workweek allowing leave to be entered under *Leave Taken* by selecting the *Add* button next to the appropriated day. Caution, entering more leave than is need to bring hours to 40 for a workweek will only reduce the employee's leave balance unnecessarily since comp. time/overtime is not calculated on leave hours.

- 3. Removing leave entered but not taken:** Prior to starting the certifications process for the workweek, a supervisor can remove leave entered by an employee in *Certify* under *Actions*. The supervisor will need to select the appropriate workweek and then select the *View Hours* or *Certify Hours* button, under *Actions*, to the far right of the employee's name. The employee's *Weekly Certification* screen will open. Under *Leave Taken*, select the *View* button next to the day in which leave entered needs to be removed. A row will open below the day with the type of leave and a *Remove Hours* button. Select the *Remove Hours* button and the leave will be removed. If the weekly certification process has been started, the supervisors will need use the *Return for Correction* button, at the bottom of the employee's *Weekly Certification* screen, to allow access to remove leave entered. Once the supervisor has certified hours for a workweek, leave cannot be removed and becomes part of the employee's permanent time entry record.

**Supervisor Weekly Approval of Time and Leave:** <https://tims.uvu.edu/tims/prod/>

- 1. Monitoring hours worked by employees during the workweek:** Using the link provided above and his/her UVID and myUVU password, a supervisor can access a summary of his/her employees' weekly hours worked using *Certify* under *Actions*. When entering *Certify*, a supervisor will be taken to a summary view of the current workweek, *Employee Certification List*. The summary will show hours worked, leave taken, holiday hours, and under/over hours for each employee. For additional detail on an individual employee's hours worked, supervisors can select the *View Hours* button, to the far right of the employee's name, to open the employee's *Weekly Certification* screen. The *Weekly Certification* screen provides a daily accounting of an employee's hours worked, holiday hours, and leave taken in a decimal format rounded to the nearest quarter hour for a specific workweek (Saturday – Friday). At the bottom of the *Weekly Certification* screen is the *Certification Summary*. The *Certification Summary* shows a weekly total of hours worked, holiday hours, leave taken and total hours. If an employee has not clocked hours worked or entered leave hour taken that total 40 hours for the workweek, a *Docked Pay* entry will be present highlighted in red. *Docked Pay* hours are hours required to complete a 40 hour workweek. As additional hours worked are clocked into TIMS, and/or leave taken is entered, *Docked Pay* hours will reduce proportionately. Once an employee works 40 hours, no *Docked Pay* will be present for the workweek. If less than 40 hours are worked in a workweek, a leave entry will be requires to remove the *Docked Pay* hours. Holiday hours will reduce *Docked Pay* and auto populated in *MyCertify* for the 12 holidays staff receive each year.
- 2. Approving employee hours worked at the end of each workweek:** At the completion of each workweek, a supervisor is required to certify (approve) his/her full-time nonexempt employees' hours worked. In most cases, the certification process will not be completed until the beginning of the

following week and should not be done until after the employee has certified (approved) his/her own hours worked. By certifying (approving) an employee's hours entered/clocked, the supervisor is stating that the hours are an accurate record of hours worked and leave taken. **Certify**, under **Actions**, is used to perform the weekly certification (approval) process. When a supervisor selects **Certify**, he/she will be taken to the **Employee Certification List** for the current workweek. To certify (approve) hours worked in a previous workweek, a supervisor will need to select the **Previous Week** button under the dates for the current workweek. The **Employee Certification List** will show a summary of hours worked, leave taken, holiday hours, and under/over hours for each employee. Hours entered/clocked should be reviewed for accuracy. If the information provided on the **Employee Certification List** is sufficient to confirm hours worked are complete and accurate, a supervisor can check the box to the left of each employee's name and select the **Certify Selected Employees** button, at the bottom of the screen, to complete the weekly certification process. If a supervisor feels he/she needs to view a more detailed accounting of an individual employee's hours worked, he/she can select the **View Detail** button, to the far right of the employee's name, to open the employee's **Weekly Certification** screen. The **Weekly Certification** screen provides a daily accounting of an employee's hours worked, holiday hours, and leave taken in a decimal format rounded to the nearest quarter hour. An employee's hours can be certified on the **Weekly Certification** screen by selecting the green **Certify Hours** button, at the bottom of the screen. Once all employees are highlighted in green on the **Employee Certification List**, the certification process is complete for the workweek.

- 3. Returning hours to an employee for correction:** During the weekly certification process, if a supervisor deems an employee's hours worked or leave entered to be inaccurate he/she can return the hours to the employee for correction. To return hours for correction, select **Certify**, under **Action**, to go to the **Employee Certification List**. Use the **Previous Week** button to get to the correct week. Select the **View Detail** button, to the far right of the employee's name, to open the employee's **Weekly Certification** screen. To return hours for correction, selecting the **Return for Correction** button at the bottom of the **Weekly Certification** screen. The supervisor has the ability to, but is not required to, add comments using the **Add Supervisor Comments**. Once the workweek has been returned for correction, the employee and supervisor will be able to edit hours worked and leave taken. Refer to the appropriate sections above for adjusting and managing employee time and leave.

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

- 1. Supervisor Access:** Responsible party and proxy access to full-time nonexempt employee time and leave is assigned and limited by timesheet org. Employees with the appropriate timesheet org access can review, adjust, and certify (approve) full-time nonexempt hours worked and leave taken. Responsible parties or proxies that do not have access to the full-time nonexempt employees they supervise should complete a **HR Banner Access Form** to get access. The **HR Banner Access Form** is located in **myUVU** under **Employees, HR Service Center, Tool and Forms, and Miscellaneous HR Forms**. A responsible party and/or proxy may also be granted access to other employees with time management responsibilities through TIMS, see **Adding Supervisor Access through TIMS** below.
- 2. Adding Supervisor Access through TIMS:** A responsible party or their proxy, can provide a supervisor access to review, adjust, and certify (approve) full-time nonexempt employee time and leave through TIMS. To provide access, select the **Setup** option under **Reports/Tools** and then click on the **Managers** button. You will have the option to **Add New Manager** or select an existing manager to modify access. Access defaults to **All Employees**, meaning the supervisor will see all employees

the responsible party or proxy sees. To limit access, use *Add Employee* to enter the UVIDs of only employees the supervisor should see. The employees added will be listed in the *Current Employees* section. It is important to remember that new employees will need to be added to the appropriate supervisor's access by whomever granted the access (the responsible party or proxy). Failure to add a new employee to a supervisor's access may result in hours worked not being certified causing pay and leave adjustments to not process correctly (dock pay, comp time earned, holiday pay, etc.).

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

1. **Overtime and Comp Time Calculation:** TIMS calculates overtime based on UVU's official workweek, Saturday – Friday. Only hours worked in excess of 40 in a workweek will result in overtime. All overtime will be defaulted to comp time. TIMS will add 1.5 times all hours worked over 40 to the employee's comp time leave balance. Comp time balances can be used as additional leave hours or can be paid out to an employee at the department's discretion. Comp time balances should not exceed 120 hours. Comp time hours in excess of 120 hours should be taken by the employee as leave time or paid out to the employee. Comp time balances are paid out to employees at termination of employment and/or when he/she changes positions on campus. A supervisor can pay part or all of an employee's comp time balance through TIMS using *Reports/Tools, Leave Comp Payout*.
2. **Email Notifications:** Employees and supervisors will receive an email each Monday reminding them to certify hours for the previous week. The employee and supervisor will also receive an email once the weekly certification process is completed. If an employee has past weeks that have not been certified, the employee and his/her supervisor will receive an email on Thursday of each week until the certification process had been completed for all past weeks. Time or leave entries added, adjusted, or deleted by a supervisor will prompt an email to be sent to the employee.