Time **I**nformation **M**anagement **E**nvironment

Indiana University

Time Information Management Environment

- Automated system for collecting time and attendance data for IU hourly and biweekly staff
- Tracks time worked, absences, and applies business rules such as lunch breaks and time collection rules.
- Timesheets automatically submitted to payroll subject to payroll processor approval

TIME System Information

- TIME system created internally by UITS
- IU began using TIME for hourly employees in 2002; system revised to accommodate support staff time off allowances and used for support staff beginning in 2006
- As of 4/10/09, 18,689 IU employees are on the TIME system with an additional 5936 to implement by June 30.

Why TIME?

- Accountability and efficiency
- Automated processing and reporting
- Greater accuracy in recording time worked by employees
- Maintain compliance with the Fair Labor Standards Act (FLSA) requirement for employees to report time worked.

Employee Roles in TIME

- **Employee**—has individual time sheet in system to report time worked daily, record time off if support staff. Can review previous time sheets at any time.

- **Supervisor**—TIME approver can correct and edit time sheets, review and approve electronically at the end of each pay period.

- **Payroll Processor**—back up approval for supervisors, sets up new TIME assignments, and approves time sheets for final processing by payroll system

What are we gaining?

- Saving trees—no more paper time sheets to get lost or be turned in late, then stored for 3 years.
- Assurance that each employee is paid for all the hours worked.
- Greater involvement by supervisors in scheduling and monitoring staff time worked.
- Regular payments for those employees who now forget to turn time sheets in for several pay periods.
- Reporting capabilities for supervisors who need information on labor costs in their department.

Timekeeping Methods

- Synchronous-recording real time clocked in and out at departmental computer.

- Asynchronous—recording hours worked after the fact when a computer is not available. This method will only be used in limited, pre-approved circumstances.

- Of the 18,689 employees currently using TIME, 16,727 are using the synchronous method.

Timekeeping Rules for FLSA

- Full time employees must be paid Overtime when they work more than 40 hours per week. (IU work week begins and ends at midnight on Saturday)

- Flexible scheduling is up to the supervisor to ensure that the needs of the department are met.

- Using timekeeping system should **NOT** create additional overtime or comp time for employees without the approval of the supervisor. This requires employees to pay attention to **when** they clock in and out.

Lunch

- After experimenting with clocking in and out for lunch, we are going to remove that requirement.

- All support staff employees working more than 6 hours per day will have an automatic one hour deduction for lunch unless the department has different rules for lunch breaks.

- Exceptions can be granted at the request of the supervisor.

- If the lunch break is not taken, the hours for the day can only be adjusted by the payroll processor-Nancy.

- Hourly employees who take a lunch break must clock in and out.

Things to Remember about TIME

- Anything can be corrected
- This is a big change and there will be people who forget to clock in or out—we can fix that.
- However, using TIME is a requirement and employees are expected to adapt to the new system.
- New hourly and work study employees **cannot** work until they can clock in, so departments must **PLAN AHEAD** and send them to HR for paperwork **BEFORE** they start working

TIME Resources

- Office of Financial Management Services TIME website http://www.fms.iu.edu/time/