

## HRMS Time Entry & Summary Reporting – Getting Started

Click a link below to quickly access the corresponding section in this document.

[Access for Fiscal Officers/ Fiscal Officer Delegates](#)

[Request for Timekeepers](#)

[Setup Timekeepers in AIS Production](#)

[Train and Supervise Timekeepers](#)

### Access for Fiscal Officers/ Fiscal Officer Delegates

- Anyone wishing to enter time into AIS Production must be assigned the **SIU HRMS Fiscal Officer Time Entry** responsibility.
- When a Fiscal Officer (FO) or Temporary Fiscal Officer Delegate initially completes the AIS User Form requesting Fiscal Officer responsibilities in AIS Production, the time entry responsibility, *SIU HRMS Fiscal Officer Time Entry*, is automatically assigned.
- The Fiscal Officer or Fiscal Officer Delegate can use the responsibility to enter time against his/her Budget Purposes in AIS Production for Bi-weekly Civil Service Staff and/ or Students.
- If the Fiscal Officer or Fiscal Officer Delegate chooses not to enter time, then he/she can select a Timekeeper to enter time for him/her.
- To choose a Timekeeper, the Fiscal Officer or Temporary Fiscal Officer Delegate **must**:
  - Submit an AIS User Form to request the **SIU HRMS Time Entry** responsibility for the Timekeeper.
  - Complete the training tutorials to learn how to **Setup** a Timekeeper in AIS Production.
  - Oversee the self-directed and hands on training for the new Timekeeper.

**Caution:** The use of another's User Name and Password for time entry is prohibited.

#### IMPORTANT:

- If, as the Fiscal Officer or the Fiscal Officer Delegate, you **choose** to enter time, you do **not** need to set yourself as a Timekeeper; however, you will need to **complete** the online self-directed training, *Modules 2 through 4*, found at the AIS training web-site. For problems or questions, contact the Payroll Office.

### Request Access for Timekeeper(s)

- To request the time entry responsibility for your Timekeeper(s), download and fill out the AIS User Form found at: <http://eforms.siu.edu/siuforms/info/acs0501.html>
  - Complete the Employee Information Section.
  - Locate and select the responsibility **SIU HRMS Time Entry** near the bottom of the page (p.1) *It is not necessary to fill out any Budget Purpose information.*
  - Obtain required signatures (p.2) and submit as directed at the bottom of that page.
  - Allow two to four weeks for the paperwork to be processed.

### Setup Timekeepers

- To learn how to setup a Timekeeper in AIS Production, Fiscal Officers and Fiscal Officer Delegates should review the following training tutorials at <http://oit.siu.edu/ais/training/unit11.php>.
  - To begin, click the **Introduction & Sign On** link and review it.
  - Then, review the Module 1 Overview and associated Learning Cycles in the order listed below.
    - Module 1: Selecting a Timekeeper Delegate Overview** (this is a tutorial, not just a heading)
      - Learning Cycle 1: Entering Timekeeper Delegate Information
      - Learning Cycle 2: Changing Time Entry Delegation Information
- It is a good idea to access the Printable Version links at the end of the tutorials to print a hard copy of the content presented and then use the document as a reference guide to setup your Timekeeper(s).

- Once the FO/ FO Delegate has reviewed the training materials, then he or she can actively set the Timekeeper(s) up in AIS Production to enter time for Bi-weekly Civil Service Staff and/ or Students.
  - This step **MUST** be completed.
  - The Timekeeper **cannot** enter time until he/she is setup in AIS Production as a Timekeeper.
- When selecting Timekeepers, it is a good idea to select **two** for each Budget Purpose in case the primary Timekeeper is absent. Also, if the primary Timekeeper is paid as Bi-weekly Civil Service, the back-up can enter the primary Timekeeper's hours. AIS security will not allow Timekeepers to enter their own time.
  - If no backup is selected, then the Fiscal Officer or Temporary Fiscal Officer Delegate will be responsible for entering the Timekeeper's hours.

## Train and Supervise Timekeepers

The Fiscal Officer or Fiscal Officer Delegate responsible for selecting a Timekeeper is also responsible for the training and oversight of the Timekeepers progress and competency for electronic entry of time in to AIS Production.

Because this is a critical task, training is required for timekeepers in each department to electronically enter hours for bi-weekly civil service and student employees.

- An experienced Fiscal Officer Delegate or Timekeeper, who is familiar with time entry and feels confident in training new or replacement timekeepers, may train the new person for time entry.
- To train the new timekeeper:
  - Assign the online self-directed training as outlined in the Self-Directed Training section below.
  - Provide one-on-one hands-on training in AIS Production. You may find the Printable Versions from the training tutorials to be useful guides for this step.
  - Monitor the new timekeeper as he/she enters time into AIS Production until he/she is comfortable and competent with the time entry process.
- If the department does not have an experienced person who can train a new timekeeper, you may ask another person in your college or unit who is competent and willing to train the timekeeper.
- If questions, call Payroll for assistance.

## Self-Directed Training

- Fiscal Officer Delegates should require their timekeepers to complete the following time entry self-directed training **prior to entering time into AIS Production.**
  - **Prerequisites for New Users:** If the Timekeeper has no other AIS responsibilities, it is recommended he/she completes the following eLearning tutorials found at the AIS eLearning web-site: <http://oit.siu.edu/ais/training/tutorials.php>
    - Unit 1: AIS Overview & Chart of Accounts**
    - Unit 2: Navigation** (All Modules and respective Learning Cycles except Module 7)
      - For a quick review, access the "Printable Version" links in the TOC of each learning cycle or in the last learning cycle of each module.
  - **New Users & Existing AIS Users:** Review the [Introduction & Sign On](#) tutorial from the Unit 11: SIU HRMS Time Entry & Summary Reporting website: <http://oit.siu.edu/ais/training/unit11.php>
    - While some of the information found in this tutorial is similar to the Introduction & Sign On tutorial found in Unit 2: Navigation, it also contains information specific to Time Entry.
  - Next, depending on whether the Timekeeper is going to enter **Staff** and/or **Student** time, he/she should:
    - Return to the Unit 11: SIU HRMS Time Entry & Summary Reporting website using the URL above.
    - Complete the appropriate Module Overview and each of the Learning Cycles within that Module according to the listing found on Page 3 of this document.

**Staff Time Entry:** complete the following.

**Module 2: SIU Staff Time Entry Overview**

Learning Cycle 1: Query Using the SIU Staff Time Entry Form

Learning Cycle 2: Entering Hours

Learning Cycle 3: Entering Additional Elements

**Module 4: Reporting Overview**

Learning Cycle 1: Submit Reports

Learning Cycle 2: View Reports

**Student Time Entry:** complete the following.

**Module 3: SIU Student Time Entry Overview**

Learning Cycle 1: Query Using the Student Time Entry Form

Learning Cycle 2: Entering Hours

Learning Cycle 3: Entering Terminated or Inactive Status for Students

**Module 4: Reporting Overview**

Learning Cycle 1: Submit Reports

Learning Cycle 2: View Reports

**TIPS**

- It is recommended that you view the tutorials in the order listed.
- These may be repeated as often as necessary.
- At the end of each tutorial is a "Printable Version" of the information contained in the tutorial.

**Note:** Timekeepers entering both Student and Staff time only need to complete *Module 4: Reporting* one time.

## Wrap-up Timekeeper Training

- Once the training is complete, an email should be sent to Payroll including the following:
  - The name of the person who was trained.
  - The new timekeeper's email address.
  - The budget purposes the new timekeeper will enter time against.

**IMPORTANT:** The email to Payroll is necessary so the new Timekeeper can be added to the Electronic Time Entry distribution list. The new Timekeeper will then begin receiving email notifications from Payroll when the forms are available for time entry, when to stop entering time and other information relative to entering time in to AIS Production.