HRMS Time Entry & Summary Reporting – Getting Started

To go directly to the section of this document that you need, click on the corresponding link below.

Timekeepers

This document contains instructions for Timekeepers who are chosen to electronically enter time in to AIS Production for Bi-weekly Civil Service and Student employees by a Fiscal Officer or Fiscal Officer Delegate. To be a **Timekeeper**, the following steps must be completed prior to time entry. *NOTE: Timekeepers will need to seek assistance from the Fiscal Officer or Fiscal Officer Delegate to complete the paperwork and training described in this document.*

Step 1: Request Access

- In order to be a Timekeeper, you **must** request the responsibility, **SIU HRMS Fiscal Officer Time Entry**.

- To request the time entry responsibility, you or the Fiscal Officer/ Fiscal Officer Delegate can download and complete the AIS User E-Form found at: http://eforms.siu.edu/siuforms/info/acs0501.html
  – Complete the *Employee Information Section* of the form with the Timekeepe′rs information.
  – In the *Responsibility* section near the bottom of the page, locate the *SIU HRMS Time Entry* responsibility and check the corresponding box. *(It is not necessary to fill out any Budget Purpose information.)*
  – Print the form and obtain the required signatures, (page 2 of the form), and submit as directed on the bottom of that page.

Step 2: Setup as a Timekeeper

- In order to enter time into AIS Production, you **must** be assigned the responsibility and **also** be setup in AIS Production as a Timekeeper for **each** Budget Purpose you will be entering time against. The Fiscal Officer or Fiscal Officer Delegate must complete this task.
  – If he/she has not already done so, the Fiscal Officer or the Fiscal Officer Delegate should go to the Time Entry website: http://oit.siu.edu/ais/training/unit11.php and complete Module 1 of the self-directed training to learn how to setup Timekeepers in AIS Production.
    o Alternately, click HERE for a printable version of the instructions to setup a Timekeeper.
  – Then the Fiscal Officer or Fiscal Officer Delegate of each Budget Purpose **must** login to AIS Production, select the *SIU HRMS Fiscal Officer Time Entry* responsibility and set you up as the Timekeeper.

IMPORTANT: The AIS User Form only gives you the AIS Responsibility that allows you to enter time. Until your FO or FO Delegate logs into AIS Production and **selects** you as a Timekeeper for each Budget Purpose you are to enter time against, **the responsibility is not linked or tied to any budget purpose**. When you open one of the Time Entry forms, you will get an error informing you that "You are not setup as a Timekeeper".

Step 3: Self- Directed Training for Timekeepers

- Time Entry training is required for the responsibility, **SIU HRMS Fiscal Officer Time Entry.** The training consists of online self-directed training tutorials and is required for anyone entering time into AIS Production. Training should be supervised/ monitored by a Fiscal Officer Delegate or an approved, experienced Timekeeper within your Department.

- Please review the following tutorials based on your experience as an AIS user:

  1. **Prerequisites for New Users:** If you have no other AIS responsibilities, it is recommended you complete the following eLearning tutorials found at the AIS eLearning web-site: http://oit.siu.edu/ais/training/tutorials.php
     o **Unit 1: AIS Overview & Chart of Accounts**
     o **Unit 2: Navigation** (All Modules and respective Learning Cycles except Module 7)

2. **Time Entry Training Tutorials for All Users**: Begin your training by reviewing the **Introduction & Sign On** tutorial found on the **Unit 11** web-page: http://oit.siu.edu/ais/training/unit11.php

   Do not SKIP the Introduction & Sign On tutorial! It contains information specific to Time Entry.

3. After completing the Introduction & Sign On tutorial, depending on whether you are going to enter **Staff** and/or **Student** time, return to the Unit 11 web-page and complete the appropriate Module Overview and each of the Learning Cycles within that Module.

IMPORTANT: As a Timekeeper you do not need to complete **Module 1: Selecting a Timekeeper**. This Module provides instructions for the Fiscal Officer/ Fiscal Officer Delegate to set you up as a Timekeeper in AIS Production. At this point, you may want to remind the Fiscal Officer Delegate to set you up as a Timekeeper, if he/she hasn't already. You will not be able to enter time until he/she does.

Staff Time Entry

- Complete the following:

  Module 2: SIU Staff Time Entry Overview
  - o   Learning Cycle 1: Query Using the SIU Staff Time Entry Form
  - o   Learning Cycle 2: Entering Hours
  - o   Learning Cycle 3: Entering Additional Elements

  Module 4: Reporting Overview
  - o   Learning Cycle 1: Submit Reports
  - o   Learning Cycle 2: View Reports

Student Time Entry

- Complete the following:

  Module 3: SIU Student Time Entry Overview
  - o   Learning Cycle 1: Query Using the Student Time Entry Form
  - o   Learning Cycle 2: Entering Hours
  - o   Learning Cycle 3: Entering Terminated or Inactive Status for Students

  Module 4: Reporting Overview
  - o   Learning Cycle 1: Submit Reports
  - o   Learning Cycle 2: View Reports

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

Note: If you are a Timekeeper for both Student and Staff, you only need to complete *Module 4: Reporting* one time.

Training Wrap-Up

- Once you have completed the self-directed training and feel confident to enter time in AIS Production, the Fiscal Officer/ Fiscal Officer Delegate or trainer should send an email to bi-weekly or student Payroll staff, respectively, and let them know you will be entering time electronically and the Budget Purposes you will be entering time against.

- When Payroll receives the email, you will be added to their contact distribution list for time entry. You will then begin receiving notifications relative to time entry, including when to BEGIN and STOP entering time in to AIS Production for a specific Pay Period, etc.