


Selecting Timekeepers – Quick Tips for Fiscal Officers/ FO Delegates

- 1) Employees that are *neither* a Fiscal Officer nor Fiscal Officer Delegate can be selected as a Timekeeper for any Budget Purpose.
- 2) If you are a Fiscal Officer or a Fiscal Officer Delegate on a Budget Purpose, you can enter time for that Budget Purpose.
- 3) If you are a Fiscal Officer or a Fiscal Officer Delegate on a Budget Purpose and a Fiscal Officer of another Budget Purpose selects you as a Timekeeper, you can enter time for that Budget Purpose as well.
- 4) A Timekeeper Delegate cannot enter his/her own time.

Note: When selecting Timekeepers, it is a good idea to select *two* for each Budget Purpose for back-up purposes 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. See #4 above.

Selecting a Timekeeper: LC1 - Entering Timekeeper Information – Staff & Student

Step	Description	Other Information
1.	Logon to AIS using your AIS User Name and Password.	
2.	Select SIU HRMS Fiscal Officer Time Entry Responsibility.	
3.	From your Main Menu, drill down to the function to open the form for Staff Time Entry or Student Time Entry, respectively. NOTE: Whichever form you select; the data entered will "roll over" to the other form.	Displays either the SIU Staff Time Entry (Bi-Weekly Payroll) window or the SIU Student Employment Time Entry window.
4.	Click on the Set Timekeeper button.	Displays appropriate Time Entry Delegation window.
5.	Place cursor in the Employee Name field, type the last name of the person you are selecting to enter time. Press Tab.	Picklist displays. (Important: If there is only one person with that last name, the 'Employee Name' field will populate automatically. If this happens go to step 7.)
6.	Highlight the employee's name and click OK .	Populates the 'Employee Name' field. Cursor advances to the Start Date field.
7.	Enter a date in the Start Date and End Date fields; use Oracle date format (DD-MMM-YYYY). End Date is (12-DEC-4712), "infinity" date in Oracle.	The Oracle calendar feature is available to populate the date fields.
8.	Tab to the Unit Field; type the Unit number and press Tab. (Or, Tab to the Unit field; invoke the 'LOV'; select Unit from picklist; click OK.)	Populates 'Unit' field. Cursor advances to the Budget Purpose field.
9.	Enter the Budget Purpose and Press Tab; or, invoke the "LOV" and select the Budget Purpose' from the picklist; click OK .	Populates 'Budget Purpose' field and cursor advances to next line for additional entries.
10.	When the Timekeeper's record is entered, save the record. Check the message line on the 'Toolbar' to ensure your record saved correctly.	
11.	If an additional blank record needs to be inserted, place your cursor in the 'Employee Name' field and click on the New Record icon  on the 'Toolbar'.	Inserts a blank record above the current record indicated.
12.	Use Duplicate Field Above from the Edit menu to enter any data that is replicated.	Do not use Duplicate Record Above ; generates an error.
13.	Click on the 'Save' icon from the 'Toolbar'; check message line of	

Step	Description	Other Information
	'Toolbar' to confirm save.	
14.	From the Toolbar, select the Close Forms icon	Returns to the Navigator.
15.	From the File menu, select Exit Oracle Applications .	Confirmation window appears.
16.	Click OK to confirm your intent to Exit.	
17.	Close all tabs associated with launching the application to return to your AIS Home Page.	
18.	Click the Logout link to completely Exit AIS.	Your ID stays active until you complete this step.
19.	Login screen displays; close your Browser.	
20.	END	

Selecting a Timekeeper: LC - Changing Timekeeper Information – Staff & Student

Remember: You cannot delete records from either the **SIU Staff Time Entry Delegation (Bi-Weekly Payroll)** form or the **SIU Time Entry Delegation** form.

If a Timekeeper leaves the department, End Date the responsibility.

If the BP on which the Timekeeper is a Timekeeper changes, end-date the obsolete BP and set up a Timekeeper for the new BP.

Step	Description	Other Information
1.	Logon to AIS using your AIS User Name and Password.	
2.	Select SIU HRMS Fiscal Officer Time Entry Responsibility.	
3.	Menu Path: Staff Time Entry/ SIU Time Entry or Menu Path: Student Time Entry/ SIU Student Time Entry Whichever form you select; the data entered will "roll over" to the other form.	Displays either the SIU Staff Time Entry (Bi-Weekly Payroll) window or the SIU Student Employment Time Entry window.
4.	Click on the Set Timekeeper button at the bottom of the form.	Displays appropriate Time Entry Delegation window.
5.	Place cursor in the 'End Date' field and clear the field.	
6.	For manual entry, type the new 'End Date' in Oracle date format and Press Tab. Use Oracle's calendar feature to enter the date.	
7.	Save the changes, check message line on 'Toolbar' to confirm save.	
8.	From the Toolbar , select the Close Forms icon	Returns to the Navigator .
9.	From the File menu, select Exit Oracle Applications .	Confirmation window appears.
10.	Click OK to confirm your intent to Exit.	
11.	Close all tabs associated with launching the application to return to your AIS Home Page.	
12.	Click the Logout link to completely Exit AIS.	Your ID stays active until you complete this step.
13.	Login screen displays; close your Browser.	
14.	END	