

# Hourly Student employment and the Quali TIME system

IU School of Informatics and Computing  
IUPUI

# Why are we here today?

- Ensure compliance with policies
- Know what Kualu TIME is
- Get started in the right way – Helpful tips

# Programs and Departments

- **BioHealth Informatics Department (BHI)**

- Bioinformatics (Bio)
- Health Informatics (HI)

Contact person: Robyn Hart ([robhart@iupui.edu](mailto:robhart@iupui.edu))

- **Human-Centered Computing Department (HCC)**

- Human-Computer Interaction (HCI)
- Informatics
  - Applied Data Science
  - Sports Analytics
- Media Arts and Science (MAS)

Contact person: Michelle Mitchell ([mopenbri@iupui.edu](mailto:mopenbri@iupui.edu))

**Memorandum for Hourly Graduate Assistant  
BioHealth Informatics Department  
IU School of Informatics and Computing - IUPUI**

1. Your assigned “graduate study advisor” will be sent to you by the Program Director or Robyn Hart on Friday 8/21/2015.
2. You need to contact your advisor immediately to set up a time to discuss the scope of your work. \_\_\_\_\_ (initial)
3. You are expected to work with your advisor each week at set times and report your efforts and work progress. \_\_\_\_\_ (initial)
4. You are required to use the University’s [timekeeping system](#), Kuali TIME, to accurately record the hours you work by clocking in and out. Please read and understand the [timekeeping policy](#). Per your acceptance letter, you may only work 5 hours maximum per week or 10 hours maximum per week, unless other arrangements have been made with approval of your supervisor in writing. Failure to keep track of your time by not clocking in and out can result in delayed payment. Falsification of TIME documents could result in disciplinary action up to and including termination. \_\_\_\_\_ (initial)
5. For clocking in/out of times system. \_\_\_\_\_ (initial)

**Memorandum for Hourly Graduate Assistant  
Human-Centered Computing Department  
IU School of Informatics and Computing - IUPUI**

1. Your official department memo with the name of your assigned Faculty Supervisor and additional details will be sent to you by Michelle Mitchell during the week of Monday, August 24, 2015.
2. You need to contact your supervisor immediately to set up a time to discuss the scope of your work. \_\_\_\_\_ (initial)
3. You are expected to work with your supervisor each week and report your efforts and work progress. \_\_\_\_\_ (initial)
4. You are required to use the University’s [Timekeeping System](#), Kuali TIME, to accurately record the hours you work by clocking in and out. Please read and understand the [Timekeeping Policy](#). Per your acceptance letter, you may only work 5.0 hours maximum per week or 10.0 hours maximum per week, unless other arrangements have been made. Failure to keep track of your time by not clocking in and out can result in delayed payment. Falsification of TIME documents could result in disciplinary action up to and including termination. \_\_\_\_\_ (initial)



# Memo

1. Assignment – faculty member (“supervisor”)
2. Contact your supervisor
3. Communicate with your supervisor weekly



# Memo

4. Requirement - University's timekeeping system: Quali Time, to accurately record the hours you work by clocking in and out.
5. a. 5 or 10 hours per week maximum
- b. Break – after 6.5 hours continuous work
- c. If unable to use TIME correctly:
  - Delayed payment
  - Disciplinary action up to and including termination

# Memo

6. Minimum GPA required – 3.0 or higher  
(employment AND scholarship)  
<3.0 GPA - immediate suspension of your support.

7. Academic Code of Conduct

<http://www.indiana.edu/~code/>

Violation of the code of conduct will result in termination of your support.

8. Employment policies of Indiana University

<https://policies.iu.edu/>



# Memo

## *International students:*

It is your responsibility to obtain work authorization through the IUPUI Office of International Affairs (OIA) and to comply with U.S. Immigration regulations and university policies at any given time during employment.

- Check iStart for your Program End Date. This is important because it is associated with employment authorization.
- Communicate with OIA with any questions or to confirm compliance with U.S. Immigration regulations and University Policies.
- If in doubt, ASK OIA.

[iadvisor@iupui.edu](mailto:iadvisor@iupui.edu) or 317-274-7000





# Memo

Your expectations of us:

Supervisor

-communication

-regular performance feedback

If improvement is not made and work performance is not satisfactory, you may be assigned to another supervisor or your employment may be terminated.



# Scholarship and Employment

Scholarship	Employment
<p>A grant, usually given to support a student, to help defray the costs of schooling. There is no requirement that work will occur in exchange for this grant.</p>	<p>An agreement between an employer (IU) and an employee (you) that the employee will work. The employer has direction or supervision of that work. You have a defined work week and schedule.</p> <p>The work helps to accomplish IU's goals and mission of research, teaching and service. In return, you receive compensation (a paycheck).</p>
<p>Applied automatically to your bursar account each semester, in fall and spring.*</p>	<p>Not applied to your bursar account. You receive compensation via direct deposit or a paycard.</p> <p>Employment spans the academic year, from August through May.**</p>

\*as long as you meet the eligibility requirements detailed in your acceptance letter, such as full-time enrollment (8+ hours), GPA requirements

\*\*and possess valid employment authorization



# What is Kuali TIME?

(Time Information Management System)

- Automated system used to collect time and attendance data
- Used system-wide to record time worked.
- Records time worked in two-week periods
- 20,000+ users at IU
- Payroll
- Records time synchronously—real time clocked in and out.

# Why do you have to clock in and out?

- Federal Fair Labor Standards Act (1938) (FLSA)
  - IU is subject to this law
  - Hourly employees of IU are covered
  - Requires recordkeeping of time worked – no paper timesheets
- You accepted employment at IU so you agree to
  - abide by IU's employment policies
  - keep track of your time worked

# DUO Authentication

- Starting in 2017, all IU employees are required to use Two-Step Login (also know as two-factor authentication) for all IU logins to keep your financial, academic and personal data safe from phishing attacks.
- We use the Duo Mobile application at IU.
- Visit the [twostep.iu.edu](http://twostep.iu.edu) website for step-by-step instructions for your preferred device.
- If you need assistance after following the instructions, submit a ticket to the School's technology support team at <http://soic.iupui.edu/technology/>. Click on Tech Support.

# How to access Kuali TIME

Log in to One.IU at [one.iu.edu](https://one.iu.edu) and search for TIME

OR

Log in directly at [time.iu.edu](https://time.iu.edu)

The screenshot shows the One.IU search interface. At the top, the Indiana University logo and 'INDIANA UNIVERSITY' are visible. Below that is the 'One.IU' logo with the tagline 'search, click, done.' A search bar contains the text 'TIME'. To the right of the search bar are options for 'Browse Categories', 'All IU Campuses', and 'All Roles'. A user profile icon shows 'Hello, [name]'. Below the search bar, the results are titled 'Search Results: Tasks'. A grid of 12 task cards is displayed, each with an icon, title, description, and user ratings. The tasks include: Kuali Time (All IU Campuses), Paid Time Off ePTO (All IU Campuses), Pervasive Technology Institute Multimedia Gallery (All IU Campuses), Parking Garage Rates (Parking Info - Garage (IUB)), Web Content Management System WCMS (All IU Campuses), CareerLink (IUS), My Jobs (IUB), IUSBCareers (IUSB), Financial Management Services FMS (All IU Campuses), Reserve a Classroom (IUB), Retirement Readiness Calculator (All IU Campuses), and Manage Virtual Rooms (All IU Campuses). A 'See More' button is located at the bottom center of the results grid.

Task Name	Description	Rating
Kual Time	(All IU Campuses)	★★★★★ (17)
Paid Time Off ePTO	(All IU Campuses)	★★★★★ (8)
Pervasive Technology Institute Multimedia Gallery	(All IU Campuses)	★★★★★ (0)
Parking Garage Rates	Parking Info - Garage (IUB)	★★★★★ (0)
Web Content Management System WCMS	(All IU Campuses)	★★★★★ (1)
CareerLink	(IUS)	★★★★★ (0)
my jobs	(IUB)	★★★★★ (1)
IUSBCareers	(IUSB)	★★★★★ (2)
Financial Management Services FMS	(All IU Campuses)	★★★★★ (1)
Reserve a Classroom	(IUB)	★★★★★ (0)
Retirement Readiness Calculator	(All IU Campuses)	★★★★★ (0)
Manage Virtual Rooms	(All IU Campuses)	★★★★★ (0)

# Kuali TIME policy

**Ψ | kuali**  
kpme


Each employee is responsible for accurately recording their time and attendance hours using the TIME system. Use of this timesheet is governed by the Timekeeping Policy available for review [here](#).

Employee Name: Public, John  
Employee Id: 987654321  
Document Id: 49148  
Document Status: Saved

Logout

Clock Time Detail Leave Accrual Approvals Person Info Help

FIN-PAY-020 Recording and Reviewing Time Worked by Non-Exempt Employees



# IU Policy FIN-PAY-020

## Recording and Reviewing Time Worked by Non-Exempt Employees

- Applies to all hourly staff
- Required to record their work hours in real time
- Work hours may not be entered in advance of the time worked.
- Hours recorded must be approved by a person with knowledge of the employee's hours worked. This individual is called the TIME Approver and is your supervisor (NOT Vicki, Robyn, Michelle, Jeff or Nancy).






# What happens if you do not use TIME correctly?

- IU Policy FIN-PAY-IV-020  
Recording and Reviewing Time Worked by Non-Exempt Employees

*“Failure to comply with any provisions of this policy and/or falsification of TIME documents could result in disciplinary action up to and including termination.”*



# IU Policy HR-01-40

## Temporary Employees

- There is a limit to the total number of hours you may work across ALL hourly positions at IU
  - International students – 20 hours/week (F-1)
  - Non-international students – 29 hours/week
- During breaks (summer, fall, winter, spring) you are limited to 29 hours per week with supervisor approval. Do NOT work 40 hours per week without approval from the SoIC Business Office.
  - Seasonal employment (>29 hours/week) requires approval from Central HR (Bloomington)



Each employee is responsible for accurately recording their time and attendance hours using the TIME system. Use of this timesheet is governed by the Timekeeping Policy available for review [here](#).

[Logout](#)

Employee Name: Hoosier, Ima  
Employee Id: 0000000000  
Document Id: 00000000  
Document Status: SAVED

Clock

Time Detail

System Admin

Person Info

Help

### Clock

Current Time : 01:58:07 pm

Work Status : Clocked out since : Thu, April 23 2015 05:00:00 PM, Eastern Daylight Time

Clock Assignment : Customer Service : \$17.34 Rcd 0 UA-FMOP

Clock In

Missed Punch

▶ Note



This is available to you, but should be rarely be needed (3x per semester).

### Missed Punch

**Person Name:** Hoosier, Ima  
**Timesheet Document Id:** 0000000000  
**Assignment:** Customer Service : \$17.34 Rcd 0 UA-FMOP ▼

**Missed Action Date (MM/DD/YYYY):**

**\* Missed Action Time (HH:MM AM):**

**\* Missed Clock Action:** Clock In ▼

**Note:**

## Add Timesheet Notes

▼ Note

**Create Note**

Author	Date	Note	Action
Public, John	08/30/2011	<input type="text"/> Attachment: <input type="text"/> <input type="button" value="Browse..."/>	<input type="button" value="save"/>

**View Notes**

Author	Date ▼	Note	Action
Public, John	08/30/2011 11:36 AM	I was out for doctor appt on 8/25 from 8 am to 10 am. Doctor appt.docx <a href="#">download</a>	<input type="button" value="edit"/> <input type="button" value="delete"/>

## Time Detail Tab

### summary

	Sun 09/30	Mon 10/01	Tue 10/02	Wed 10/03	Thu 10/04	Fri 10/05	Sat 10/06	Week 1	Sun 10/07	Mon 10/08	Tue 10/09	Wed 10/10	Thu 10/11	Fri 10/12	Sat 10/13	Week 2	Period Total
Worked Hours:	0.00	15.58	0.00	0.00	0.00	0.00	0.00	15.58	0.00	9.00	9.00	9.00	9.50	9.00	0.00	45.50	61.08
<b>RGH: Regular Pay Temporary</b>																	
Cust Serv Desk : \$16.00 Rcd 0 UA-FMOP		15.50						15.50									15.50
Bus Office : \$18.00 Rcd 1 BL-CHEM		0.08						0.08									0.08
Lab : \$18.00 Rcd 1 BL-CHEM									9.00	9.00	9.00	9.50	3.50			40.00	40.00
Summary Reg Pay Totals		15.58						15.58	9.00	9.00	9.00	9.50	3.50			40.00	55.58
<b>OVT: Overtime 1.5X</b>																	
Lab : \$18.00 Rcd 1 BL-CHEM													5.50			5.50	5.50
Summary Overtime Totals													5.50			5.50	5.50

# I clocked in at one time, but the system recorded another time for the minutes. What happened?

- Clock action times are rounded to the nearest tenth of an hour. They will be recorded as occurring at the nearest six minute interval (12:00, 12:06, 12:12, 12:18, etc.)

Rounded Time	Actual Clock in Quali Time	Decimal on timesheet
:00	:57, :58, :59, <b>:00</b> , :01, :02	.0
:06	:03, :04, :05, <b>:06</b> , :07, :08	.1
:12	:09, :10, :11, <b>:12</b> , :13, :14	.2
:18	:15, :16, :17, <b>:18</b> , :19, :20	.3
:24	:21, :22, :23, <b>:24</b> , :25, :26	.4
:30	:27, :28, :29, <b>:30</b> , :31, :32	.5
:36	:33, :34, :35, <b>:36</b> , :37, :38	.6
:42	:39, :40, :41, <b>:42</b> , :43, :44	.7
:48	:45, :46, :47, <b>:48</b> , :49, :50	.8
:54	:51, :52, :53, <b>:54</b> , :55, :56	.9

# Most common errors/excuses

Error	Correction, Policy
Not clocking in and out at all or forgetting to clock out (run-on time)	Add a note, then email your supervisor so they adjust your timesheet.
Missed punch (allowed 1x per day) – allowed <b>3 times</b> per semester	
No break taken after 6.5 consecutive hours of work	Set a reminder to clock out and stop working to take a 30 minute break
Logging off of the computer or turning the computer off without clocking out	This does not clock you out. You must clock out using Quali TIME.
“My battery died while I was clocking out.”	You are not clocked out. Find a way to confirm you are clocked out.
<b>The following are not allowed – falsification of timesheet</b>	
Clocking in as soon as you enter the building, before actually beginning work	Clock in when you start working, clock out when finished working
Logging hours during class	
Clocking in and working on homework	





# Points to remember and helpful hints

- Workload must support the hours worked
  - Not enough work? **TALK TO YOUR SUPERVISOR**
  - Do not clock in for 5 or 10 hours just to be paid without working.
    - Falsification of timesheet
- Talk to your Supervisor → Program Director →  
Robyn (BHI) or Michelle (HCC)
- We want you to succeed, so if you are unsure, please ask

# Hourly pay periods and pay dates

<https://fms.iu.edu/payroll/pay-dates/>

Pay Period Begin Date	Pay Period End Date	Check Date
12/30/2018	1/12/2019	1/25/2019
1/13/2019	1/26/2019	2/8/2019
1/27/2019	2/9/2019	2/22/2019
2/10/2019	2/23/2019	3/8/2019
2/24/2019	3/9/2019	3/22/2019
3/10/2019	3/23/2019	4/5/2019
3/24/2019	4/6/2019	4/19/2019
4/7/2019	4/20/2019	5/3/2019
4/21/2019	5/4/2019	5/17/2019
5/5/2019	5/18/2019	5/31/2019

# Family Educational Rights and Privacy Act (FERPA)

- FERPA is a federal law that protects the privacy of your education records
- Complete the FERPA tutorial

<https://ferpa.iu.edu/responsibilities/tutorial.html>

(click on the “Staff FERPA Tutorial” link)

# Applying for a Social Security Number (international students)

- Social Security Numbers, or SSNs, can be useful for international students; however, **you must have a job offer in order to apply for one.**
- Anyone receiving income from IU must provide us with a Social Security number for tax purposes.
- All international persons must show the following documents to complete an application:
  - Valid passport
  - I-20, DS-2019 or other document indicating non-immigrant/immigrant status
  - A copy of your I-94 record
  - One other piece of identification – a student ID card, driver’s license, credit card, etc.
  - **F-1/J-1 students need a letter from the department offering employment.**
  - a letter from International Affairs (fill out the Social Security request in iStart)
- Visit <http://international.iupui.edu/visas/taxes/social-security-numbers.html> for detailed instructions.  
Questions? Contact The IUPUI Office of International Affairs at (317) 274-7000

# Thank you

Contacts:

**Hiring process, payroll or General HR questions:**

Vicki Gates ([vjgates@iu.edu](mailto:vjgates@iu.edu))

**Scholarship:** [soifees@iupui.edu](mailto:soifees@iupui.edu)

**BHI Department**

Bioinformatics, Health Informatics: Robyn Hart ([robhart@iupui.edu](mailto:robhart@iupui.edu))

**HCC Department**

HCI, Informatics, MAS: Michelle Mitchell ([mopenbri@iupui.edu](mailto:mopenbri@iupui.edu))

# Hourly Student employment and the Quali TIME system

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