Resources

- FMS Website: [http://fms.iu.edu](http://fms.iu.edu)
FMS Website: Kuali Time
OneStart: Payroll Channel

Portal to access PeopleSoft (HRMS) pages and other necessary payroll related links.
Kuali Time Help Tab

Kuali Time Documentation and Tutorials

- Approval Tab/Payroll Processor Tab tutorial video
- Clock-in and Clock-out tutorial video
- Clock Location Rule tutorial video
- Department Lunch Rule 2013
- Missed Punch tutorial video
- Recording Benefit Time tutorial video
- Work Area Maintenance tutorial video
- Timeblock Editing For Clock Users tutorial video

Below are the online tutorials, which show the new system in action:

- Approval Tab/Payroll Processor Tab tutorial video
- Clock-in and Clock-out tutorial video
- Clock Location Rule tutorial video
- Department Lunch Rule 2013
- Missed Punch tutorial video
- Recording Benefit Time tutorial video
- Work Area Maintenance tutorial video
- Timeblock Editing For Clock Users tutorial video

Kuali Time Quick Start Guide: Clock Entry

Open Timesheet

There are two possible ways to open a timesheet: via OneStart or via Kiosk.

OneStart Method
1. Login to OneStart at https://onestart.iu.edu portal.
2. Go to Services tab at the top of the webpage (red box).
3. Click on Administrative Systems on the left side of the page (green box).
4. Click on TIME in the left menu, and then click on the Enter kuali TIME link (blue boxes).

Kiosk Method

Departments not using PCs will use Kiosks—computer’s dedicated to the Kuali Time system.
1. Click the login button on the Kiosk computer screen or swipe your employee ID card if the Kiosk has a card reader.*
2. Enter your username and passphrase on the login screen and open your timesheet.

*If you have a problem with the card reader, click the login button on the kiosk screen and enter your username and passphrase to login and open your timesheet.

Using the Approvals Tab in Kuali TIME
Policies

http://policies.iu.edu/
Payroll Processing

- 65.5% of the university budget is Payroll

- Objective of payroll: Ensure accurate payment of all employees

- **Vouchers** are the distributed electronic form to confirm payment amounts

- Objective of *voucher* training:
  - Introduction to payroll/HR concepts
  - Understanding of payroll process
  - Knowledge of deadlines
  - Provide resources for when you are processing
Payroll Terminology

- **OnCycle Payroll**: Regular scheduled payment of employees.
- **OffCycle Payroll**: Irregular payment of employees per request.
- **Paygroup**: Payroll classification of job. Drives which oncycle payroll employee is included in. Ex. BW1=biweekly ot elig staff
- **Earn Code**: Type of compensation. Ex: regular, sick
- **Voucher**: Distributed electronic form to confirm payroll payment amounts.
- **Funding Account**: Kuali Financial account which the department denotes to cover earnings.
- **Voucher Code**: Grouping of employees for payroll processing. Dept > Paygroup > Voucher Code
- **Work Area**: Grouping of employees in Time which drives approvers.
Payroll Cycles

- Biweekly Payroll (BW1, BWP, HRR, HRP, HRW...)
  - Overtime eligible employees
  - Paid two weeks in arrears
  - Payroll includes pay for two weeks and any prior period adjustments entered.

- Monthly Payroll (A10, A12, AS0, AS2, S10, S12, FEL, RES...)
  - Exempt employees
  - Paid on the last work day of the month
  - Payroll includes pay for current month and any prior period adjustments entered.

- Off Cycle Payroll
  - Approximately once per week
  - Direct Deposits (1-2 business days) and Online checks (paper check- same day)
  - Cost associated with these transactions
  - All transactions are manually created via adjustment vouchers.
Voucher Basics: Payroll Channel

- Vouchers accessed through Payroll channel in OneStart
  - Faculty/Staff Voucher
    - Monthly Exempt Employees
    - Biweekly Non-Exempt Employees
  - Hourly Voucher
    - Temporary Non-Exempt Employees
  - Pending Vouchers
    - Lookup to search for unapproved vouchers
  - Historical Vouchers (Confirmed)
    - Access vouchers for past/closed payrolls

MORE INFO: Payroll Support Form
Voucher Basics: Search

- **Search**
  - Department Code
- **Sort by**
  - Paygroup
  - Pay Period
Voucher Basics: Filter & Navigation

- **“Find” Search Box**
  - In Empl ID/In Name
  - Approved/Unapproved
- **Sort**
  - By Name, By Empl ID
- **Paging**
  - Grouped 10 rows per page
  - Arrows at top and bottom
Voucher Basics: Employee Info

- **Job Information**
  - Values pulled in from:
  - Salary/Hourly Rate
  - FTE

- **Workstudy Award and Balance**
  - Use this to verify award is not exceeded by totals earned in the payroll
Voucher Basics: Buttons

- **Voucher Save**
  - Saves changes made on voucher. Not approval.
- **Voucher Approve**
  - Certification entry is correct and appropriate.
    - Not necessary on vouchers approved by Time Extract.
  - Approve button on each earnings entry.
  - Approve All on “Payroll Voucher Balance” Tab.
### Voucher Basics: Funding

- **Show Details**
  - Click “Show Details” on the voucher header to expose the full accounting key, including the additional pay sequence number.

- **Make any one time funding changes**
  - Funding defaults from job
  - One time change or due to late eDoc funding save
Voucher Basics

• Pending Faculty/Staff and Hourly Voucher Page
  – Biweekly run ID will default, or check Monthly box
  – Type in Business unit and Department code
  – Click Fetch and then Count Vouchers
  – Any results indicate there is an entry on the voucher which needs to be approved.
    • Click on the link to open the voucher. Use the Find section in voucher header and select “Unapproved” from the drop down.
    • Make any necessary corrections and mark as approved.
  – Always do this on the pending cutoff day, EVEN if you’ve already approved your vouchers. Some payroll calculation processes can unbalance your vouchers.
## Payroll Monthly Work Calendar

**Vouchers Available**
- Pay Period End
- Time Approvals (approvers)
- Time Approvals pay proc
- Time Extract
- Job Pay Flag Cutoff
- Pending Voucher Cutoff
- Payroll Close
- Payday
- Lock/Close Offcycle

**Schedule:**

<table>
<thead>
<tr>
<th>Sunday</th>
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[https://fms.iu.edu/payroll/payroll-calendars/](https://fms.iu.edu/payroll/payroll-calendars/)
*Note: HR and Academic HR publish separate calendars*
Monthly Pay Life Cycle

11th of the Month
Payroll Vouchers Available
- Verify that the employees that you expected to pay are on the voucher and at the right amount and funding

Usually 3 days prior to Pending Voucher Cutoff
- Job Pay Flag Cutoff
  - Edocs that affect the pay of monthly employees for the month being approved must be final by 5pm on this day
  - 5PM

Approximately one week prior end of pay period
- Pending Voucher Cutoff
  - Go to OneStart HRMS Portal. Click “Pending Faculty/Staff Voucher” link - even if you have already approved your vouchers
  - 4PM

Last business day of the month
- Pay Day

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</table>

- MO # 32 Vouchers Available
  - 03-01-14 - 03-30-14
- MO Job Pay Flag Off @ 5 pm
- PAYDAY MO # 32

CLOSE MO # 32 @ 8 am
No On-line checks
NO TAX ENTRY
Monthly Voucher Basics

• Vouchers include records for all active job and additional pay records associated with that voucher code and effective during the pay period.
  – IUIE Report Employee List of Positions pulls all active employees and salaries for your dept.
  – IUIE Report Additional Pay Detail pulls all active additional pays for your dept.
  – Payroll processor ONLY makes adjustments to the vouchers if full pay is not appropriate.

• New hire/transfer partial month pay is calculated by the system
Monthly Voucher Review

• Review vouchers for changes effective during the pay period closely.
  – “Employee Activities” eDoc search
  – “Additional Pay” eDoc search

• Process any terminations for the pay period.
  – Follow terminations process
    • [S10/S12 Termination Procedures](#)
    • Academic Terms will calculate the final month regular pay based on the term date.
  – If the termination eDoc will not be saved before the payroll cutoff, process an adjustment voucher to remove the regular pay for the individual to avoid an overpayment.

• June & July Reminder: A10 & S10 Employees will show H2M on the voucher which will subtract their regular pay for these two no pay months.
Monthly Voucher Pay Adjustments

• Adjustments are not needed if employee receiving full pay.
• Record any UNPAID time: Hours absent without benefit time to cover.
  – Exempt professional staff record attendance in ePTO. ePTO does NOT update the payroll voucher. The voucher must be manually adjusted.
  – Record the number of HOURS in the voucher. The system will calculate the amount of pay to subtract based on the PS hourly rate. Limited earn codes available in the voucher:
    • ABE: Absent, Enter positive hours.
    • IJM: Injury (Only used if approved by Worker’s Comp), Enter negative Gross amount.
    • SNE: Suspension (Only used if approved by HR), Enter positive hours.
    • Other earn codes are available in ePTO to classify earnings, but these are the only ones entered on the voucher.
• If regular pay reduction is needed, process an adjustment voucher.
Monthly Voucher Balancing

- Verify Totals on each voucher
  - Faculty/Staff Voucher
    - Enter Dept ID and search
  - Click on the “Payroll Voucher Balance” tab
  - Verify Earn codes and totals are as expected.
    - Compare to prior monthly payroll totals and expected hours based on active jobs and additional pays.
      - Absent hours are not calculated and subtracted from the total amount.
    - Keep in mind eDocs for this pay period, ex: ALW, Temp Pays
- Note: Each department may have their own procedure for balancing.
Time Activities during the Pay Period

• Errors, Warnings and Notes
  – Approvers and Payroll Processors should be reviewing the Approval tab for warning and note icons to look for issues. These corrections should be made throughout the pay period.
  – This is monitored centrally also and emails are sent to the approvers to correct invalid assignments and overlapping timeblocks.

• Time Audits
  – Approvers and Payroll Processors should run/work the following IUIE reports to look for/resolve issues during the pay period.
    • Clock Log Automatic
    • Timeblock Exceeds Hours
    • Time Hours Audit
    • Clock Log Warning-Unapproved Location
Time Payroll Processor Tab

Time Help Tab > Approval Tab/Payroll Processor Tab tutorial video
Time Approvals

• Supervisor Level:
  – Timesheets are routed for approval at 1:00am on the Sunday following the end of the pay period.
  – The first level of timesheet approval is to be performed by the individual supervising the employee’s daily work.
  – When all supervisor level approvals are complete, the timesheet routes to the payroll processor level for final approval.

• Payroll Processor Level:
  – Payroll processor approval is a higher level approval verifying timesheets from a payroll and policy compliance perspective.
  – Review any employees with special circumstances, such as FMLA, job change.
  – Payroll Processors have access to earn codes the employee does not. Look for notes or known instances where these codes need to be added. Ex: Injury
Time Extract

• All timesheets are finalized at 3pm on Wednesday by the auto approval process.
  – If a timesheet is not “ready to approve” it will be **disapproved**.
    • Not ready to approve attributes include:
      – Overlapping Time Blocks were found
      – Timesheet contains invalid assignments
      – Overtime has been charged to an HRW job
      – Expected hours are not met
      – ABS hours exceed standard hours
    • An FYI is sent to payroll processors for review. Any adjustments need to be made on the voucher on Thursday.

• **Extract Run by central payroll office (Wednesday 3pm)**
  – All Final timesheets are extracted to the payroll vouchers.
    • Process runs overnight to display the data on the vouchers.
    • All hours come to the voucher as “approved”.
Time Extract Errors

• Any hours on Final timesheets that are unable to be extracted to the voucher fall out as **extract errors**.
  – Payroll processors are notified on Thursday morning of any extract errors. These hours will need to be added to the voucher or paid later on an adjustment voucher.
    • Examples: Hire eDoc still enroute, Position reclassification between paygroups

• There are some situations where we always kick the hours out of the extract and the hours do NOT come to the voucher.
  – Staff Terminations (BW1,BWP)
  – Employee on leave (full or partial)
Biweekly Voucher Review

• Vouchers are available on the Thursday of the second week of the pay period.
  – Time employee’s vouchers should not be modified until the day after the Time extract (Thursday).
  – All hours come to the voucher as “approved”.
  – Temporary hours come in as “read only”.

• Review vouchers for changes effective during the pay period closely.
  – “Employee Activities” eDoc search
  – “Additional Pay” eDoc search

• Process any terminations for the pay period.
  – BW1/BWP Termination Procedures
Biweekly Voucher Adjustments

• Payroll processor reviews Time data on vouchers and makes any necessary adjustments.
  – Extract errors
  – Disapproved timesheets
  – Central Office Audit Notices
    • Workstudy Limit Exceeded
    • Over 40 hours
    • HOL on a non holiday week
  – Corrections received after timesheet is final
    • Temporary hours are extracted as read only. A negative entry must be added to reduce hours.
  – Be sure to add a note to timesheets explaining the discrepancy between the timesheet and the voucher.
  – Make any one time funding changes

• Check “Pending Faculty Staff and Hourly Vouchers” pages.
  – Any results indicate there is an entry on the voucher which is not marked as approved.
Biweekly Voucher Balancing

- Verify Totals on each voucher
  - Faculty/Staff and Temporary Vouchers
    - Enter Dept ID and search
    - Click on the “Payroll Voucher Balance” tab
    - Verify Earn codes and totals are as expected.
      - Calculate the expected hours based on employees on the voucher.
        - For BW1 and BWP vouchers total all regular and “counts as regular” codes (ex: VAC).
          Do not include additional pay codes like Overtime and Shift.
        - This total should match FTE (40hrs) * number of employees.
        - Employee List of Positions IUIE Report
      - Keep in mind eDocs for this pay period, ex: ALW, INP, Temp Pays
  - Note: Each department may have their own procedure for balancing.
IUIE Reporting

• After payroll close report recommendations:
  – Auto Approved Timesheet Detail
  – Missed Punch Auto Approval
  – Missed Punch Detail
  – Workstudy Limit of Earnings

• Quarterly report recommendations:
  – Employee List of Positions
  – Time Roles
  – Timesheet Correction Report
  – Hours Balance Report
  – ePTO Balances

• Resources:
  – Payroll IUIE Reports: https://fms.iu.edu/payroll/standard-operating-procedures/iwie-payroll-reports/
Adjustment Vouchers

• Used to correct past closed payroll vouchers
  – Missed additional pays
  – Missed pay adjustments
  – Delayed eDoc processing errors
  – Correct payroll over pays and short pays

• Also used for corrections to errors on current payroll vouchers
  – Final Termination pay (Paper adjustment vouchers only)

• Used to correct past adjustment vouchers
  – Errors in entering information on previous adjustment vouchers will be corrected with a new adjustment voucher
Adjustment Voucher

Click to create a new adjustment voucher

Click to search all historical adjustment vouchers by ID
Creating an Adjustment Voucher

- **Empl ID**: Enter the employee ID of the employee pay you need to correct.
- **Empl Rcd Nbr**: Enter the employee record number corresponding to the Job in your department.
  - Use Employee Job Data to verify the record number.
- **Off Cycle**: Check the box if you want the payment to be made outside of the regular pay cycle.
Adjustment Voucher Layout

Empl ID: 0000005230
Name: Hoosier,Lma SE
Check Dt: 10/25/2013
Off Cycle: N
Empl Rcd: 0
Pay Check Company: IU
Pay Check Pay Group: BW1
Pay Check Pay End Date: 10/12/2013
*Empl Rcd
*Earnings Begin
Job Pay Group
Department

*Add Comment
Vchr Summary
Submit Voucher

Save
Add
Update/Display
Adjustment Voucher Header

- Verify employee name, ID, Record number, check date all are what you expect
  - Close window and restart if any details are incorrect
- If Off Cycle check box was left blank on initiation screen, adjustment voucher defaults to On Cycle radio button
  - Close window and restart if this incorrect
Off Cycle Adjustment Voucher

- If Off Cycle box was checked, radio button defaults to Off Cycle (Charge) and direct deposit will be initiated on the next available off cycle pay run
  - Change to On Line (Charge) if quicker pay is desired
    - Potentially same day check if AV is completed before 11:00 AM
- Choose matching item from Charge dropdown box
- Choose closest match to reason for off cycle request in Explanation of Charge dropdown
  - Do not choose any “NC – …” item from dropdown unless instructed to do so by an FMS payroll clerk
- Off Cycle charge is $50.00 and On Line charge is $75.00
Adjustment Voucher Header

- Click *Add Comment to identify the need for the adjustment voucher
  - User ID date and explanation required in note and note is required to submit adjustment voucher
Adjustment Voucher Header

- Click *Add Comment to identify the need for the adjustment voucher:
  - Name, phone number, and explanation required in note and note is required to submit adjustment voucher.
### Voucher Summary

#### INDIANA UNIVERSITY

**To Voucher Summary**

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#### Additional Pay Data

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#### Work Study Data

<table>
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<tr>
<th>Work Study Balance</th>
<th>Work Study Limit</th>
<th>Work Study End Date</th>
<th>Work Study Begin Date</th>
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<tbody>
<tr>
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</table>
Click Vchr Summary to confirm:

- Relevant eDoc is final and loaded into HRMS
- Review Contract status
- Additional pay eDoc is final and loaded into HRMS
- Verify sequence number
- Confirm error on employee paycheck
- Review Work Study details
Biweekly Earnings Info

- Ensure Empl Rcd field matches the header Empl Rcd
  - Close and restart if they do not match
- Enter Earns Begin date and Earns End date for the pay period you want to adjust
  - Earns Begin must be the start of the work week (biweekly), pay period (Monthly) or the effective date of the eDoc
  - Earns End must be the end of the biweekly work week, the end of the monthly pay period, or the effective Stop Date of the eDoc
Biweekly Earnings Info

- Earns Begin and Earns End must not span more than one FLSA work week
  - Must be between Sunday and Saturday of the same calendar week
- If adjustment is for more than one FLSA work week, multiple pay blocks will need to be created
Review FLSA Pay Data

- Review for total hours worked (reg hours, ovt hours, etc.) and earn codes used (RGN, HAZ, OC1, etc.) to confirm adjustment block accuracy
Biweekly Earnings Info

- Review earn code spread sheet to identify correct earn code
- Enter relevant accounting information
  - Enter appropriate Addl Seq number if required (Contract and additional pay only)
  - Enter Hours and Rate or Amount
- Add additional earnings within that period by clicking the plus sign next to the accounting line
  - Cannot create multiple pay lines using the same earn code within the same pay block
- Add any additional pay periods by clicking the plus sign at the top of the earnings info
• Click View All at top of earnings info to view all pay blocks entered
• Review entered data for validity and accuracy
• Click Submit Voucher when complete
Monthly Earnings Info

- Take all steps taken for Biweekly except FLSA review as exempt employees are not covered by FLSA
  - FLSA link is not present for monthly employees
  - Review Vchr Summary for any absent earn codes