Kuali Time @ IU is an **UP**grade!

Lora Headdy

FMS: Payroll & TIME System Manager
Kuali Time @ IU is an **UPgrade**!

FMS is pleased to announce the new Kuali Time system will go live at IU.

**Fall 2013**

All functions will switch to the new system at that time for all users and locations.

**Approvers, Payroll Processors and Payroll Managers** should attend/view one of the overview sessions below:

<table>
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<th>Bloomington campus</th>
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<tr>
<td>Fri, Oct 4 9-11 am and 2-4 pm</td>
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| Wed, Oct 9 9-11 am and 2-4 pm  | Cedar Hall Auditorium  

| Indianapolis campus  
|--------------------|  
| Tues, Oct 8 1:30-3:30 pm  | Riley Outpatient Center Auditorium  
| Tues, Oct 15 9:30-11:30 am  | University Library Auditorium  

**New Kuali Time Features & Enhancements**

- Missed Punch Correction Functionality
- Current/Prior Timesheets
- New "calendar" user experience
- Approver/Payroll Processor tabs
- Mobile App for clock actions
- New IUE Dategroups and reports

**Kuali Time Documentation and Tutorials**

There is a "Help" tab within Kuali Time which will link you to documentation and online video tutorials. As new tools are finalized, we will publish them to facilitate user-directed training.

Check out these online tutorials which show the new system in action:

- Approval Tab tutorial video
- Clock-in and Clock-out tutorial video
- Clock Location Rule tutorial video
- Missed Punch tutorial video
- Recording Benefit Time tutorial video
- Work Area Maintenance tutorial video

Here are the two Kuali Time guides:

- clock Entry/Synchronous Quick Guide
- Manual Entry/Asynchronous Quick Guide

Click here for the Kuali Time enhancements bulletin!

Keep checking back for more news!
New “calendar” user experience
Timeblocks are displayed in a calendar format with color coding and contemporary functionality.
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.
Entry Widget

Time entry supported in different formats and earn code drop down selection slimmed down.
Missed Punch
Employees can self-report their missed punches for approval.
Approver/Payroll Processor tabs
Powerful interface brings all pertinent information to one place including warnings, missed punches, notes, up to the minute totals, and more!
And more...

- **Current/Prior timesheets**
  Employees, Approvers, and Payroll Processors have easy access to historical timesheets.

- **Work Areas now for all employee types**
  All employee types (hourly & exception hourly) can now reside in one work area. No need for duplicates for approvers of multiple employee types.

- **Mobile App for clock actions**
  Clock in/out functionality will be added to the IU Mobile app/web page.

- **New IUIE Datagroups and reports**
  The datagroups are being revised and a new set of reports will be delivered.
Implementation Update

• Implementation in Fall 2013
• Website:  http://www.fms.indiana.edu/kualitime/home.asp
• Training/Overviews rescheduled

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