



## HRMS Time Entry & Summary Reporting

In order for your department/ unit to enter time into AIS, you must perform the steps below. These steps should be performed **after** you have been officially notified that your department/ unit has been selected or has volunteered for Time Entry decentralization.

### Getting Started – Fiscal Officers and Temporary Fiscal Officer Delegates

#### Section 1: Requesting Access

- In order for someone to enter Bi-weekly Civil Service Staff and/ or Student time into AIS Production, against one of your budget purposes, you must select him/ her as a Timekeeper Delegate in AIS.
- To select a Timekeeper Delegate, you must have the AIS responsibility: **SIU HRMS Fiscal Officer Time Entry**.
  - To request this responsibility, download and fill out the AIS User Form found at: <http://eforms.siu.edu/siuforms/info/acs0501.html>
    - Complete the Employee Information Section.
    - Select the responsibility **SIU HRMS FO Entry** (it is **not** necessary to fill out any Budget Purpose information)
    - Obtain required signatures (p.2) and submit as directed on bottom of page.

#### Section 2: Self-Directed Training

- Please review the following tutorials found at <http://ais.siu.edu/elearning/11i/unit11/timeentry.htm>
  - Begin by clicking the **Introduction & Sign On** link.
  - Then, review the following tutorials in sequential order:
    - Module 1: Selecting a Timekeeper Delegate Overview** (this is a tutorial, not just a heading)
      - o Learning Cycle 1: Entering Timekeeper Delegate Information
      - o Learning Cycle 2: Changing Time Entry Delegation Information
      - o Learning Cycle 3: Quick Tips

#### Section 3: Selecting the Timekeeper Delegate

- Once the SIU HRMS Fiscal Officer Time Entry responsibility appears on your AIS Navigator, you may select your Timekeeper Delegate/s in the AIS Production System. This must be done **prior** to the Timekeeper Delegate attending instructor-led training in the AIS training lab.
  - When selecting Timekeepers, it is a good idea to select **two** for each Budget Purpose 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. If no backup is selected, then the Fiscal Officer or Temporary Fiscal Officer Delegate will be responsible for entering the Timekeeper's hours.

#### IMPORTANT:

- Fiscal Officers and Temporary Fiscal Officer Delegates can enter time, but only for their own Budget Purpose(s). Security rules within AIS prevent Fiscal Officers and Fiscal Officer Delegates from entering time on any budget purpose other than their own.
- If, as the Fiscal Officer or the Temporary Fiscal Officer Delegate, you **choose** to enter the time, you do **not** need to select yourself as a Timekeeper Delegate; however, you will still need to request the responsibility as outlined above. You will also need to complete, in sequential order, *Modules 2 through 4*, found at the AIS eLearning web-site and attend instructor-led, hands-on training in the AIS lab. You will be notified via e-mail regarding the date and time of the training session.
- If you are **not** going to enter time, you do not have to complete Unit 11: *Modules 2 through 4*.

**NOTE:** If you have problems/ questions selecting your Timekeeper Delegate, contact Judy Capie, [jcapie@siu.edu](mailto:jcapie@siu.edu) or Corliss Thies, [cthies@siu.edu](mailto:cthies@siu.edu) and they will be happy to assist you. You may also contact the Payroll Office.