



HRMS Time Entry & Summary Reporting

In order to gain access and receive training for Time Entry & Summary Reporting, 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 – Timekeeper Delegates

Entering the time of Bi-weekly Civil Service and Student Employees into AIS is done by a **Timekeeper Delegate**.

Section 1: Requesting Access

- In order to be a Timekeeper Delegate, you **must** request and be granted 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: Selection of the Timekeeper Delegate

- In order to enter time into AIS, you must first be **selected** as a Timekeeper Delegate in AIS for **each** Budget Purpose you will be entering time against.
 - The Fiscal Officer or Temporary Fiscal Officer Delegate of each Budget Purpose **must select you** as the Timekeeper Delegate.
 - The paperwork you submitted noted above, only gives you the AIS Responsibility that allows you to enter time. Until your FO or FO Delegate goes into AIS and **selects** you, that responsibility is not linked or tied to any budget purpose.

Section 3: Training

- Time Entry training is mandatory for the responsibility, **SIU HRMS Fiscal Officer Time Entry**. Some of the training is on-line and is self-directed. Additional hands-on, instructor-led training is conducted in the AIS training lab, where you will actually enter time for a specified payroll run.

Self-Directed Training

- Self-directed training **should be completed prior** to coming to instructor-led training. Please review the following tutorials:
 - **Prerequisites for New Users:** If you have no other AIS responsibilities, it is recommended you complete the following eLearning tutorials found at the AIS eLearning web-site: <http://ais.siu.edu/elearning/11i.htm>
 - **Unit 1: AIS Overview & Chart of Accounts**
 - **Unit 2: Navigation** (All Modules and respective Learning Cycles except Module 7)
 - **New Users & Existing Users:** Prior to hands-on, instructor-led training in the AIS Lab, review the **Introduction & Sign On** tutorial found at <http://ais.siu.edu/elearning/11i/unit11/timeentry.htm>. While some of the information found in this tutorial is similar to the Introduction & Sign On tutorial found in Unit 2: Navigation, it also contains information specific to Time Entry.
 - After completing the Introduction & Sign On tutorial, depending on whether you are going to enter **Staff** and/or **Student** time, return to the [Unit 11](#) web-page and complete the appropriate Module Overview and each of the Learning Cycles within that Module. A listing for each is found on Page 2 of this document.

- **Staff Time Entry:** complete the following

Module 2: SIU Staff Time Entry Overview

- Learning Cycle 1: Query Using the SIU Staff Time Entry Form
- Learning Cycle 2: Entering Hours
- Learning Cycle 3: Adding New Staff to the Time Entry Form
- Learning Cycle 4: Entering Additional Elements

Module 4: Reporting Overview

- Learning Cycle 1: Submit Reports
- Learning Cycle 2: View Reports

- **Student Time Entry:** complete the following

Module 3: SIU Student Time Entry Overview

- Learning Cycle 1: Query Using the Student Time Entry Form
- Learning Cycle 2: Entering Hours
- Learning Cycle 3: Adding New Student Employees to the Time Entry Form
- Learning Cycle 4: Entering Terminated or Inactive Status for Students

Module 4: Reporting Overview

- Learning Cycle 1: Submit Reports
- Learning Cycle 2: View Reports

TIPS

- It is recommended that you view the tutorials in the order listed.
- These may be repeated as often as necessary.
- At the end of each tutorial is a "Printable Version" of the information contained in the tutorial.

Note: If you are a Timekeeper Delegate for both Student and Staff, you only need to complete *Module 4: Reporting* one time.

Instructor-led Training

- Once the responsibility has been assigned to you and you have completed the self-directed training, you will be required to attend a session at the AIS Training Lab for **Instructor-led**, hands-on, data entry of time, with Payroll staff assisting.
 - You will be notified via e-mail regarding the date and time of the training session.