Kuali Time System for Community Work-Study Employers

Accessing Kuali for editing or approving timesheets:

Opening Timesheet in OneStart:

1. Login to OneStart at www.onestart.iu.edu
2. Go to Services Tab at the top of the webpage (Khaki tab)
3. Click on Administrative Systems on the left side of the page (Khaki tab)
4. Either click on the Kuali Time link in the Kuali Channel or click on Time tab in the left menu

![OneStart screenshot](image)

Approving timesheets in Kuali:

You may view a visual tutorial here: [http://www.fms.indiana.edu/kualitime/Approval-Tab.swf](http://www.fms.indiana.edu/kualitime/Approval-Tab.swf)

1. Click on the Approvals tab in Kuali Time
2. You will see all of the timesheets you are responsible for approving.
3. Click on the + sign next to the employee’s name in order to see the full details of the employee’s timesheet.
4. You will see all of the employee’s hours distributed between all jobs (so you will know if the employee is working more than one job).
   a. If the employee’s time needs to be edited, click on the employee’s document ID number to see the full, detailed timesheet.
   b. If the employee’s time is correct, you may simply click APPROVE.
5. If you need to edit the employee’s timesheet, click on the timeblock that needs editing and make the changes that need to be made.
6. When done editing, click on RETURN at the top of the page to go back to the APPROVE page showing all of the timesheets.
7. If you notice any small icons, such as a red warning sign, under the Document ID and Status portion next to an employee’s name, click on the icon to note any warnings (e.g., approaching 29 hours in one work week).
8. Once everything on the timesheet is verified as correct, click on the APPROVE button next to the employee’s time.
9. Repeat the above steps for each employee.

**Missed Punch in Kuali:**

If an employee **forgets to clock in or out**, the employee can make the adjustment on his/her own by doing the following:

1. Logging into his timesheet.
2. From Clock Tab, click on “Missed Punch” button to open the Missed Punch document.
3. Select “Missed Clock Action” from drop down.
4. Click “Submit.”
5. Employee will then be able to clock normally.

**6. NOTE: The employee can only submit one Missed Punch document per shift**

7. The employer will see a note about a Missed Punch when approving the timesheet. The Missed Punch will automatically be recorded and update in the system. However, the employer will want to check that he approves the Missed Punch before letting it auto-approve. If this does not seem accurate, the employer can adjust the Missed Punch according to the instructions under Approving Kuali timesheets, Step #5 above.

**Other features to note:**

1. If an employee is clocked in for 12 hours (likely indicating that he forgot to clock out), his timesheet entry will appear in red when ready to approve. This will alert the employer that the clock out time should be reviewed and most likely adjusted.
2. There will be warnings in Kuali when a student has reached 24 hours in a certain week, and the warning will continue to be there when they are at 29+.