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## HR ADMINISTRATOR ONGOING TASKS

### **New Employee On-Boarding**

Regular Employee:

1. A job requisition is created through PeopleAdmin.
2. HRA/employee completes user profile, salary, and primary/secondary approver information. (Use [whoami.uchicago.edu](http://whoami.uchicago.edu) to find the approvers' ChicagoID)
3. Use the CAT for HR system to generate a ChicagoID for the new employee so the employee can claim a CNET ID.
4. Have new employee claim CNET ID at: [cnet.uchicago.edu/claimacct/index.jsp](http://cnet.uchicago.edu/claimacct/index.jsp).
5. Close out job through PeopleAdmin.
6. All new hire paperwork, including the UChicago Time Multiple Action Form (MAF) is sent to Records so the job can be created in the employee database. MAF form can be found here: [http://hr.uchicago.edu/forms/pdfs/UCTime\\_MAF.pdf](http://hr.uchicago.edu/forms/pdfs/UCTime_MAF.pdf) .
7. A Personnel Action Form (PAF) will generate which is confirmation that the job has been created in the employee database.
8. HRA will then need to assign a schedule to the new employee in the UChicago Time system.
9. Due to the timing of events, biweekly employees should use a handwritten timecard to record their time for the first pay period. The handwritten card should have written instructions attached to it as to when to use UChicago Time. Refer all new regular employees to the on-line tutorials listed below in the note section.
10. If the employee's record has been created in the employee database and fed into UChicago Time within the current pay period, the employee's approver must transfer all hours that were recorded on the handwritten timecard to the UChicago Time system. In addition, please shred the handwritten timecard so hours are not duplicated.



# THE UNIVERSITY OF CHICAGO | UCHICAGO TIME

## TIME AND ATTENDANCE PROGRAM

### PLEASE NOTE:

- Time entered on previous pay period's timecard will be input in the UChicago Time system by Payroll to ensure that the system evaluates the proper amount of hours for accrual award eligibility.
- Employee must get Chicago Card in order to use swipe clock.
- Biweekly Staff Web Clock User Tutorial:  
<http://hr.uchicago.edu/train/UChicagoTime/WebClock/Using%20the%20Web%20Clock%20intro.htm>
- Biweekly Staff Swipe Clock User Tutorial:  
<http://hr.uchicago.edu/train/UChicagoTime/TimeClock/Using%20the%20Time%20Clock%20intro.htm>
- Monthly Benefits Eligible Employees Tutorial:  
<http://hr.uchicago.edu/train/UChicagoTime/Monthly/UChicago%20Time%20for%20Monthly%20Staff%20intro.htm>

### Temporary Employee:

1. Complete Temporary Employment form and include primary and secondary approver for the employee (use [whoami.uchicago.edu](http://whoami.uchicago.edu) to find the approvers' ChicagoID).
2. Use the CAT for HR system to generate a ChicagoID for the new employee so the employee can claim a CNET ID.
3. Have new employee claim CNET ID at: [cnet.uchicago.edu/claimacct/index.jsp](http://cnet.uchicago.edu/claimacct/index.jsp).
4. All new hire paperwork is sent to Records so that the job can be created in the employee database.
5. A Personnel Action Form (PAF) will generate which is confirmation that the job has been created in the employee database.
6. If applicable, HRA will need to assign a schedule to the new employee in the UChicago Time system.
7. Due to the timing of events, biweekly employees should use a handwritten timecard to record their time for the first pay period. The handwritten card should have written instructions attached to it as to when to use UChicago Time. Refer all new temporary employees to the on-line tutorial listed below in the note section.



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8. If the employee's record has been created in the employee database and fed into UChicago Time within the current pay period, the employee's approver must transfer all hours that were recorded on the handwritten timecard to the UChicago Time system. In addition, please shred the handwritten timecard so hours are not duplicated.

PLEASE NOTE:

- Temporary Employees can only use the Web Clock option for UChicago Time since they are not issued a ChicagoID.
- Biweekly Student/Temporary Employee Tutorial:  
<http://hr.uchicago.edu/train/UChicagoTime/Student/UChicago%20Time%20for%20Students%20intro.htm>

Student Employee:

1. Complete Student Employment form and include primary and secondary approver for the employee (use [whoami.uchicago.edu](http://whoami.uchicago.edu) to find the approvers' ChicagoID).
2. All New hire paperwork is sent to Records so that the job can be created in the employee database.
3. A Personnel Action Form (PAF) will generate which is confirmation that the job has been created in the employee database.
4. Due to the timing of events, biweekly students should use a handwritten timecard to record their time for the first pay period. The handwritten card should have written instructions attached to it as to when to use UChicago Time. Refer all new student employees to the on-line tutorial listed below in the note section.
5. If the employee's record has been created in the employee database and fed into UChicago Time within the current pay period, the employee's approver must transfer all hours that were recorded on the handwritten timecard to the UChicago Time system. In addition, please shred the handwritten timecard so hours are not duplicated.



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## TIME AND ATTENDANCE PROGRAM

### PLEASE NOTE:

- Student Employees can only use the Web Clock option for UChicago Time.
- Biweekly Student/Temporary Employee Tutorial:  
<http://hr.uchicago.edu/train/UChicagoTime/Student/UChicago%20Time%20for%20Students%20intro.htm>

### **Create New Schedule**

If an employee schedule is not found in the UChicago Time system, an email request to [uchicagotimesupport.uchicago.edu](mailto:uchicagotimesupport.uchicago.edu) should be made with the start time and end time for the day, as well as the lunch start and end time.

### **Changing/Adding Super User Permissions**

1. Download super user security access form from the UChicago Time website, under the Resources tab.
2. Print, and fill out access form and fax or email it to support.

### **Changing Approvers**

See Approver Manual.

### **Employee Transfer**



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TIME AND ATTENDANCE PROGRAM

Transfer of an employee's accruals *from* non-UChicago Time department:

1. Send an email to [uctimepolicy@uchicago.edu](mailto:uctimepolicy@uchicago.edu) including the accrual values found on the journal voucher received from the employee's previous department.

Transfer of an employee's accruals *to* non-UChicago Time department:

1. Complete normal journal voucher for accrual transfer, but do not contact uctimepolicy.

PLEASE NOTE:

- It is recommended that a paper timecard be used until the employee's new job segment is available in the system; when the approver can see the employee in their list, the job segment is available.

## **Employee Termination**

The accrual forecast report must be used to find the employee's correct remaining accrual amounts. The employee must have worked half the month in order to receive that month's accruals.