Important Payroll Information for New Hourly IU East Employees

Indiana University East uses an electronic timekeeping system to record your hours worked. Reporting your hours daily on the TIME system is a condition of employment for all IU employees.

Most hourly employees will be clocking in and out. This is called Synchronous timekeeping.

A few hourly employees will be completing an on-line time sheet after the hours are worked. This is called Asynchronous.

**Ask your supervisor which method you will be using.**

You may not begin working until you have completed required employee paperwork in Human Resources and a background check has been completed. Human Resources must enter you in the TIME system so you have an electronic time sheet.

**You may check with your supervisor or Duretta in HR to find out when you can start work.**

Human Resources has written instructions on using the TIME system. Your supervisor or other departmental personnel can assist you in understanding how this timekeeping system works.

Questions about your time sheet can be answered by HR as well.