FAQs

1. **Where do I view the history of the timecard?**
   a. Click on View History in the heading of an open timecard.

2. **In the timecard heading Pay Basis line it says FLSA non-exempt. What does this mean?**
   a. FLSA stands for Fair Labor Standards Act. This is a labor law that in addition to other rules determines if an employee is exempt from overtime due to their duties and salary level, or if they are non-exempt and therefore eligible for overtime if they work over forty hours. UNI employees with a weekly timecard record both time worked and leave absences and are FLSA non-exempt. Employees with a monthly timecard only record leave absences and are FLSA exempt.

3. **I had a problem with exiting the View History screen, I use IE for a browser.**
   a. IE is not a supported browser for the UNI apps. Users should be on Edge if they choose a Microsoft browser, otherwise Firefox or Chrome are recommended browsers.

4. **As a student employee, if I start my job at 1:15 for example, do I enter 1:12 or 1:18?**
   a. The student employee would enter 1:12. Student employees will enter their time in and time out. Minutes will be entered to every 6 minutes, for example 1:00, 1:06, 1:12, 1:18. Enter whichever 6 minute option is closest to the actual start or end time. If the start time is at the 3 minute mark the benefit is given to the employee. For example an arrival time at 1:03 would be entered as 1:00 or a departure time at 3:03 would be entered as 3:06.

5. **When I click on UNI Time Management System nothing happens. What do I do?**
   a. You will need to enable pop-ups for eBusiness. The following link has instructions on how to enable pop-ups for eBusiness. [Enabling Pop-ups](#)