



Rapid Timecard Entry Quick Reference (AiM 8.X)

Rapid Timecard Entry is where employees record all hours of pay for each day in the pay period, whether the time is for work performed on work orders, shop administrative time, or leave.

Things to remember

- Recommended that time be entered and saved at the end of each work day.
- Time must be saved for Timecard to be approved.
- Time must be entered in one hour and/or one-quarter hour increments. For example: .5 = ½ hour, 1.0 = 1 hour, 1.25 = 1 ¼ hours, 1.5 = 1 ½ hours, and 1.75 = 1 ¾ hours.











- **Time Types**

REG	REGULAR STAFF EARNINGS	HWK	HOLIDAY WORKED
RGT	TEMPORARY STAFF EARNINGS	OCP	ON-CALL PAY
RGS	STUDENT EARNINGS	CTP	COMP TIME PAID
OT	OVERTIME WORKED	VCB	VEHICLE CALLBACK EVENT

- **Leave Codes**

ALT	ANNUAL LEAVE TAKEN
ALT GRAVE	ANNUAL LEAVE TAKEN GRAVEYARD SHIFT
ALT SWING	ANNUAL LEAVE TAKEN SWING SHIFT
CTT	COMP TIME TAKEN
CTT GRAVE	COMP TIME TAKEN GRAVEYARD SHIFT
CTT SWING	COMP TIME TAKEN SWING SHIFT
HOL	HOLIDAY LEAVE
HOL GRAVE	HOLIDAY LEAVE GRAVEYARD SHIFT
HOL SWING	HOLIDAY LEAVE SWING SHIFT
LNP	LEAVE WITHOUT PAY

ENTERING TIME

1.	Logon to AiM. Go to https://fms-prod.nmsu.edu/fmax/login
2.	Enter your Username and password (same as MyNMSU) → Click Logon.
3.	The AiM WorkDesk screen is displayed. The Menu is on the left side of the screen.
4.	Go to Menu → Click Time and Attendance → then click Rapid Timecard Entry.
5.	Click the Work Date  calendar icon → Select the Work Date.
6.	Enter employee Username in Shop Person field → click  to validate it is correct. Note: Time Type and Shift fields will automatically populate.
7.	Click Time Type  → Select Time Type. Note: If Leave was taken, select appropriate Leave Code by clicking on the Zoom  icon.
8.	Enter work order number in Work Order field → click on Zoom  icon → Select the appropriate phase. Note: Enter the work order number exactly as it appears on the work order document.
9.	Enter the Hours worked (or leave hours).
10.	Click Start Time clock  → Enter Start time. Click Stop Time clock  → Enter Stop time.
11.	If another line item is needed → Click Add Timecard Item  for each line item.
12.	Review all time entered for accuracy → Click Save  Note: Only one individual can be assigned as the primary Shop Person on the Phase. If the employee entering the time has not been assigned to the Work Order Phase, this message will appear, "Shop person not assigned to the phase. Do you want to continue?" Click on the Yes  icon to save.
13.	To view a timecard click on the Timecard number.
14.	Click Print to print the Timecard.