Log out

## **Accessing Time Sheet:**

1. Log into MyUCA and click on Self-Service.

Essentials

Roles

Home



#### Favorites (0) You don't have any favorites.

Favorites

About

Search

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Click the star on any task to add it here. Most Popular Blackboard Email – Students Email - Faculty/Staff Access your UCA email account (for @uca.edu accounts) unt (for Edit your personal information, and complete tasks specific for students faculty, and staff Bb My Housing Degree Works - Students Banner - INB ampus or view your ind dining information View degree progress, GPA calculator, and other degree management tools Pay your bill using CASHNet Online Payment Solution Access UCA's Banner system (on-campus only) PURPLE ₫ ☆ 🛈 ₫ ☆ 🛈 GradesFirst OrgSync MyLabsPlus Databases A to Z Grades@ Log in to the GradesFirst application to stay connected with your students Access the OrgSync website for all registered student organizations tal course material Find the right database for your research Access C mylabs ☆ ①

2. Once under Main menu, click Employee.

Financial Aid	Employee
Go	
or marital status; revie ur academic records.	ew name or social security number change information; Change your PIN; Customize your directory profile.
aid status and eligibility.	accept award offers, and view loan applications.
or job data, paystubs, W	/2 forms, W4 data.
	Financial Aid Go or marital status; revie ur academic records. aid status and eligibility or job data, paystubs, W

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3. This will bring up the Employee Menu. Under this menu, any information regarding the position will be here. However, for recording your hours worked for the department, select **Time Sheet**.

👰 UNIVERSITY OF CENTRAL .	A R K A N S A S <sup>"</sup>
rersonal miormation Student Financial Ald Faculty Services Employee	
Search Go	RETURN TO MENU SITE MAP HELP EXIT
Employee	
Time Sheet	
Leave Report	
Pay Information Direct deposit allocation, earnings and deductions history, or pay stubs.	
Tax Forms W2. W4 or 1095-C information	
Jobs Summary	
Leave Balances	

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4. All of your active time sheets will appear under the Time Sheet Selection window. Therefore, if you work in more than one department on campus and depending on the other position, a time sheet for each position should appear here. For the Chemistry Department, (1) select the dot under My Choice for your time sheet. If you are only working for the Chemistry Department, then this time sheet will already be selected for you. Then under Pay Period and Status, click the drop down box. This will bring up all of the pay periods you have worked for the department. The top selection will be the current pay period, while the dates below that will be past pay periods. (2) Select the pay period you wish to record your hours. In the example below, the pay period for March 16, 2018 to March 31, 2018 has been selected.

It should be noted that each pay period is two weeks. The first of the month through the  $15^{\text{th}}$  and then the  $16^{\text{th}}$  through the last day of the month.

<u>Note:</u> If you try to log in hours after the Submit By date, you will not be able to enter your hours. You will need to go to the Lab Coordinator to fill out a paper time sheet.

Once you have selected the appropriate time sheet and pay period, (3) **click on Time sheet**.

Personal Information Student Financial Aid	Employee		
Search Go Time Sheet Selection			
Make a selection from My Choice. Choose a Tim	e Sheet period	from the pull-down list. Select Time Sheet.	
Title and Department	My Choice P	ay Period and Status	
Student Non-Federal Work Study, 991002-0 Chemistry, 363000	• (1)	Mar 16, 2018 to Mar 31, 2018 In Progress ▼ Mar 16, 2018 to Mar 31, 2018 In Progress Mar 01, 2018 to Mar 15, 2018 Completed Teb 16, 2018 to Feb 28, 2018 Completed Teb 01, 2018 to Feb 15, 2018 Completed	(2)
RELEASE: 8.12.1.5		lan 16, 2018 to Jan 31, 2018 Completed lan 01, 2018 to Jan 15, 2018 Completed Dec 16, 2017 to Dec 31, 2017 Completed	
© 2018 Ellucian Company L.P. and its affiliat	es.	Dec 01, 2017 to Dec 15, 2017 Completed Nov 16, 2017 to Nov 30, 2017 Completed Nov 01, 2017 to Nov 15, 2017 Completed Oct 16, 2017 to Oct 31, 2017 Completed Dec 01, 2017 to Oct 15, 2017 Completed Sep 16, 2017 to Sep 30, 2017 Completed Sep 01, 2017 to Sep 15, 2017 Completed Aug 16, 2017 to Aug 31, 2017 Completed Aug 01, 2017 to Aug 15, 2017 Completed	

## **Logging in Hours:**

5. To enter your hours worked, click on **Enter Hours** on the date you worked. So, in the example below, someone had worked on Friday, Mar 16, 2018.

Personal Information	Student Fir	nancial Aid	Employee										
Search	Go												SITE MAP HELP EXIT
Time and Lea	ve Report	ting											
Select the link under	a date to ente	r hours or d	ays. Select Next o	or Previous to	navigate th	rough the dates wit	hin the p	period.					
The Sheet													
Title and Number: Student Non-Federal Work Study 991002-00													
Department and NU	Imper:						Chemist	Cry 363000					
Time Sneet Period:							Mar 16,	2018 to Mar 31, 2018					
Farning	Shift	Default		Total	Total	Friday	mpi uz,	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
coming	Cinic	Hours or	Units	Hours	Units	Mar 16,0010		17, 2018	Mar 18, 2018	Mar 19, 2018	Mar 20, 2018	Mar 21, 2018	Mar 22, 2018
UCA Work Study	1			0 3.	5	En	ter Hours	Enter Hours	Enter Hour	s Enter Hours	Enter Hours	s Enter Hours	Enter Hours
Total Hours:				3.	5			C		0 0	(	0 0	0
Total Units:					0		0	C		0 <u></u> 0	(	0 0	0
Position Selection Con	nments Previe	ew Submit	for Approval Res	start Next									
Submitted for Appr Approved By: Waiting for Approv	oval By: al From:												

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6. (1) Enter in the time you began working and the time you stopped working.

Remember to change AM/PM accordingly. When entering your hours, do not change the shift. It must be left on Shift 1. You can enter in the hours for each duty you finish. This includes the time spent preparing for lab (reading and working the questions in the lab handout), the time spent in lab TAing, and the time spent grading papers if required by the professor. If you are in another position in the department such as a tutor, office worker, or stockroom assistant, then you will just enter the time you spent doing the duties of that position.

In the example below, this student's shift started at 11:15 am and ended at 1:30 pm. Also, note that the hours are entered in 15 minutes intervals. Therefore, if your shift started at 10:50 am, then you would enter 10:45 am as the Time In. Additionally, once our hours are entered, the Total Hours worked will be automatically added.

Once you have entered in the hours you have worked for the day, (2) **click save** at the bottom of the window. A final entry will look as shown below. Then (3) **click Time Sheet**.

Sea	ren lime In an	d Out	Go				
Dat Ear	nter time at int e: nings Code:	ervals of 15 m Friday, Mar 1 UCA Work St	inutes in the 9 6, 2018 udy	19:99 format. Fi	example, 10:00, 10:15, 1	0:30, 10:45. Select Sa	ave to display Total Hours.
1	11:15	AM • 01:30	PM V	2.25	(1)		
1		AM •	AM *	0			
1		4M *	AM *	0			
		AM T	AM *	0			
1			AM *	0			
1		40-1 ·					
1		401 · 3		2.25			
1 1 Tin	ne Sheet Nex	t Day ave	ete	2.25			
1 1 Tin Acc	ne Sheet Nex	ave (2)	ste	2.25			

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7. Once you click **Time Sheet**, you will be brought back to the Time and Leave Reporting window.

Personal Information Student Financial Aid Employee													
Search	Go											SITE MAP	HELP EXIT
Time and Leave Reporting													
Relect the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.													
Ine Sheet Itle and Number: Student Non-Federal Work Study 991002-00													
Department and Number	r:					Chemis	try 363000						
Time Sheet Period:						Mar 16,	2018 to Mar 31, 2018						
Submit By Date:						Apr 02,	2018 by 11:59 PM						
Earning	Shift	Default	Total	Total	Friday		Saturday	Sunday	Monday Mar 10, 2018	Tuesday	Wednesday Mar 21, 2018	Thursday	
UCA Work Study	1	nours or onits	2.25	Units	Piar 10, 2010	2.25	Foter Hours	Friter Hour	Friter Hours	Fiter Hour	Fotor 21, 2010	Plat 22, 2018	Enter Hours
Total Hours:	*		2.25	-		2.25	(	)	0 0		(		0
Total Units:					0			0	0 0		0		0
Position Selection Comments Preview Submit for Approval Restart Next													
Submitted for Approval	By:												
Approved By:													
Waiting for Approval Fro	om:												
XELEASE: 8.14.0.1													

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Other notable features of the time sheet are as follows:

- 1. **Time Sheet Period**: Displays the pay period associated with that time sheet.
- 2. Submit By Date: The due date for time sheets. Your time sheet must be submitted by this date and time.
- 3. **Comments**: You can leave comments about the hours you have entered into your time sheet. In this menu, type your message, then click save. Once finished, click previous menu to return to your time sheet. Leaving comments is optional.
- 4. **Preview**: This will allow you to "preview" the pay period. There will be two tables. One is your time sheet with the number of hours worked each day and the other is your time in, time out with the times you worked. An example of the Preview option is shown below. Click Previous Menu to return to your time sheet.

- Set you	r printe	er layout	to Land	iscape be	fore printi	ng.												
Jamie Fre Student F	imie Freeman Chemistry, 363000 cudent Federal Work Study, 992002-00																	
Time She	et																	
Earning Code	Shift	Total Hours	Total Units	Sunday , Apr 16, 2017	Monday , Apr 17, 2017	Tuesday , Apr 18, 2017	Wednesday, Apr 19, 2017	Thursday , Apr 20, 2017	Friday , Apr 21, 2017	Saturday , Apr 22, 2017	Sunday , Apr 23, 2017	Monday , Apr 24, 2017	Tuesday , Apr 25, 2017	Wednesday, Apr 26, 2017	Thursday , Apr 27, 2017	Friday , Apr 28, 2017	Saturday , Apr 29, 2017	Sunday , Apr 30, 2017
Federal Work Study	1	20.25			3		5.25	3				3		3	3			
Total Hou	rs:	20.25			3		5.25	3				3		3	3			
Total Unit	5:		0															

Time In a	10 000 10	ucrui mon	n ordey											
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Apr 16,	Apr 17,	Apr 18,	Apr 19,	Apr 20,	Apr 21,	Apr 22,	Apr 23,	Apr 24,	Apr 25,	Apr 26,	Apr 27,	Apr 28,	Apr 29,	Apr 30,
2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017	2017
	11:00 AM 02:00 PM		11:00 AM 01:15 PM 02:00 PM 05:00 PM	11:00 AM 02:00 PM				11:00 AM 02:00 PM		02:00 PM 05:00 PM	10:30 AM 01:30 PM			

Previous Menu

- 5. **Submit for Approval**: When the pay period has ended or you have worked all the hours for the pay period, you will click this to submit your time sheet for approval by your supervisor.
- 6. **Restart**: This will clear everything you have entered into your time sheet, so essentially, restarting your time sheet.
- 7. **Next**: Because the time sheet only shows one week of the pay period at a time, you will click on next to view and enter the hours of the second week of the pay period.

### Submitting Time Sheets:

 To submit your time sheet at the end of the pay period, click Submit for Approval. YOU MUST CLICK SUBMIT FOR APPROVAL TO TURN-IN YOUR TIME SHEET. Otherwise, you time sheet will not be submitted and you will have to see your supervisor to fill out a paper time sheet if the time sheet is not submitted before the deadline. This will result in a \$25 penalty that is deducted from your paycheck.

<u>Note</u>: After you submit your time sheet for approval, **DO NOT CLICK THE BACK BUTTON ON THE WEB PAGE, CLICK PREVIOUS MENU**. If you click the back button, your time sheet may not submit properly and will be returned to you without notification from the system.

Personal Information Stu	dent Fin	ancial Aid Employee										
Search	Go											SITE MAP HELP EXIT
Time and Leave	Report	ing										
Relect the link under a c	ate to ente	hours or days. Select Ne	ext or Previous to	avigate ti	hrough the dates withi	n the j	period.					
Time Sheet Title and Number: Department and Num Time Sheet Period: Submit By Date:	ber:				St Ch Ma	udent Iemist ar 16, ar 02,	Non-Federal Work Stud ry 363000 2018 to Mar 31, 2018 2018 by 11:59 PM	y 991002-00				
Earning	Shift	Default Hours or Units	Total	Total	Friday Mar 16, 2018	,	Saturday Mar 17, 2018	Sunday Mar 18, 2018	Monday Mar 19, 2018	Tuesday Mar 20, 2019	Wednesday Mar 21, 2018	Thursday Mar 22, 2018
UCA Work Study	1	mours or onics	0 2.25	onics	10, 2010	2.25	Enter Hours	Enter Hour	s Enter Hours	Enter Hour	Enter Hours	Enter Hours
Total Hours:	1-		2.25			2.25	C	(	0 0	0 (	)	0
Total Units:					0	0	C		0 0	0	)	0
Position Selection Comme Submitted for Approve Approved By:	nts Previ al By:	w Submit for Approval	R start Next									
Waiting for Approval I	rom:											
RELEASE: 8.14.0.1												
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9. After you submit your time sheet, the supervisor will approve it the next business day. If the supervisor finds a discrepancy, the time sheet will be corrected before final approval. If your time sheet is returned to you, the supervisor will email you notifying you of this return. Be sure to check your email often. A complete time sheet will look as follows:

Personal Information	Student Fi	nancial Aid	Employee									
Search	Go	1										SITE MAP HELP EXT
Time and Lea	ve Report	ting										
Select the link under	a date to ente	r hours or a	lays. Select N	ext or Previous	to navigate t	hrough the dates within the	period.					
Time Sheet Title and Number: Department and Nu Time Sheet Period: Submit By Date:	umber:					Studer Chemii Mar 16 Anr 02	tt Non-Federal Work Stud stry 363000 , 2018 to Mar 31, 2018 2018 by 11:59 PM	γ 991002-00				
Earning	Shift	Default Hours o	r Units	Total Hours	Total Units	Friday Mar 16, 2018	Saturday Mar 17, 2018	Sunday Mar 18, 2018	Monday Mar 19, 2018	Tuesday Mar 20, 2018	Wednesday Mar 21, 2018	Thursday Mar 22, 2018
UCA Work Study	1			0 1	3.5	Enter Hou	rs Enter Hour	s Enter Hour	s Enter Hours	s Enter Hour	s Enter Hours	s Enter Hours
Total Hours:				1	.3.5		0 (	0	0 0	5	0 0	0
Total Units:						0	0 (	) (	5 C	) (	o c	0 C
Position Selection         Comments         Preview         Next           Submitted for Approval By:         You on Mar 30, 2018         You proved By:         You on Mar 30, 2018           Approved By:         Jamile Freeman on Apr 03, 2018         Jamile Freeman on Apr 03, 2018         You on Mar 30, 2018												
RELEASE: 8.14.0.1												

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# **Miscellaneous Notes on Time Sheets**:

When accessing your time sheet as in step 4 on pages 2-3, there is a status indicator next to the pay period. The status indicators are outlined below:

Time She	et Status Indicators
Not Started	No entry has been done on the time sheet.
In Progress	Your time sheet has NOT been submitted to your supervisor for approval.
Pending	Your time sheet HAS been properly submitted and is awaiting approval by your supervisor.
Error	There is a problem with your time sheet and it cannot be properly submitted or approved. Please call payroll at 450-3626
Returned for Correction	Your time sheet was properly submitted, but your approver found an error on it - fix the error and resubmit.
Approved	Your time sheet is approved and is awaiting payment action.
Complete or Override	Payment action has been taken on the time sheet.

## Time Sheet Status Indicators