Log out

Accessing Time Sheet:

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

Home



Essentials Roles Collections Favorites About Search Favorites (0)

Favorites (0) You don't have any favorites. Click the star on any task to add it here.

Most Popular Blackboard Email - Students Self-Service 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 -----₫ ☆ 🛈 ₫ ☆ 🛈 8 ☆ 🛈 GradesFirst OrgSync MyLabsPlus Databases A to Z Grades@ Log in to the GradesFirst application to stay connected with your students for all ons urse material Find the right database for your research Access the OrgSync websi registered student organiza Acces C mylabs ☆ ①

2. Once under Main menu, click Employee.

Personal Information	Student	Financial Aid	Employee
Search	Go]	
Main Menu			
Personal Informatio Update addresses, contact Student Apply for Admission, Regist	information or		w name or social security number change information; Change your PIN; Customize your directory profile.
Financial Aid Apply for Financial Aid; Vier	w financial aid s	status and eligibility,	accept award offers, and view loan applications.
Employee Time sheets, time off, bene	fits, leave or jo	b data, paystubs, W	2 forms, W4 data.

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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
Personal Information Student Financial Aid Faculty Services Employee	_
Personal Information Student Financial Aid 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^{th} and then the 16^{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			
Rake a selection from My Choice. Choose a Tim			
Title and Department	My Choice	Pay Period and Status	
Student Non-Federal Work Study, 991002-0 Chemistry, 363000) ()	Mar 16, 2018 to Mar 31, 2018 In Progress Mar 16, 2018 to Mar 31, 2018 In Progress	(2)
Time Sheet	(1)	Mar 01, 2018 to Mar 15, 2018 Completed Feb 16, 2018 to Feb 28, 2018 Completed	
	(1)	Feb 01, 2018 to Feb 15, 2018 Completed	
RELEASE: 8.12.1.5		Jan 16, 2018 to Jan 31, 2018 Completed Jan 01, 2018 to Jan 15, 2018 Completed	
TELEVICE OTTAILIO		Dec 16, 2017 to Dec 31, 2017 Completed	1
© 2018 Ellucian Company L.P. and its affiliat	tes.	Dec 01, 2017 to Dec 15, 2017 Completed	
and to annu		Nov 16, 2017 to Nov 30, 2017 Completed	
		Nov 01, 2017 to Nov 15, 2017 Completed Oct 16, 2017 to Oct 31, 2017 Completed	
		Oct 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	iancial Aid	Employee										
Search	Go												SITE MAP HELP EXIT
Time and Lea	ve Report	ing											
Select the link under	a date to ente	r hours or d	ays. Select Nex	kt or Previous to	navigate th	rough the dates w	ithin the p	period.					
Time Sheet Title and Number: Department and N Time Sheet Period: Submit By Date:							Chemist Mar 16,	Non-Federal Work Stud ry 363000 2018 to Mar 31, 2018 2018 by 11:59 PM	v 991002-00				
Earning	Shift	Default Hours or	Units	Total Hours		Friday Mar 16,0010		Saturday 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 3.	5	E	inter Hours	Enter Hours	Enter Hour	s Enter Hours	Enter Hours	s Enter Hours	Enter Hours
Total Hours:				3.	5		-	((0 0	(o c	0
Total Units:					0		0	(0 0	(0 0	0
Position Selection Co Submitted for Appr Approved By: Waiting for Approv		Submit	for Approval F	Restart Next									

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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 your 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**.

1	ren [Time In a	and O		Go			
WE E	nter time at	intervals	s of 15 mi	nutes in the 99	:99 format. F	For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.	
Dat			y, Mar 1				
Ear	nings Cod	e: UCA	Work Sta	Jdy	and the second second		
-	11:15	AM .	01:30	PM ¥	2.25	(1)	
1	44.45	AM *	01.50	AM *	0	(-)	
1		AM *		AM V	0		
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-		1	- 1		2.25		
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Tin	ne Sheet	lext Day	2	personal states and			
	a ment bille	Save	(\mathbf{n})	te			
-		ibution	, (2)				
headard	ount Distri						

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7. Once you click **Time Sheet**, you will be brought back to the Time and Leave Reporting window. You will repeat the steps above to record the hours for every day you worked.

Personal Information Stude	ent Fina	ncial Aid Employee										
Search	Go										SITE MAP	HELP EXIT
Time and Leave F	Reporti	ng										
Relect the link under a dat	te to enter	hours or days. Select Next or	Previous to	navigate th	rough the dates within th	e period.						
Time Sheet Title and Number: Department and Numbe Time Sheet Period: Submit By Date:	er:				Chem Mar 1	nt Non-Federal Work Stud istry 363000 5, 2018 to Mar 31, 2018 2, 2018 by 11:59 PM	ly 991002-00					
Earning	Shift	Default Hours or Units	Total Hours		Friday Mar 16, 2018	Saturday Mar 17, 2018		Monday Mar 19, 2018	Tuesday Mar 20, 2018	Wednesday Mar 21, 2018	Thursday Mar 22, 2018	
UCA Work Study	1	induity of office	2.2		2.		s Enter Hour	s Enter Hour	s Enter Hour	s Enter Hour		Enter Hours
Total Hours:	-		2.2		2.3	25	0 (0	0 () (1	0
Total Units:				(D	0	0 0	0	0) (8	0
Peakion Selection Comments Preview Submit for Approval Restart Next Submitted for Approval By: Approved By: Waiting for Approval From:												
RELEASE: 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, but highly recommended.
- 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 your	r printe	er layout	to Land	iscape be	fore printi	ng.											
Jamie Fre Student F			Study,	992002-	00										Cł	nemistry,	363000
Time She	et																
Earning Code		Total Hours	Units	, '	, Apr 17,			, .	Apr 21,	, '	, Apr 23,	, Apr 24,	Apr 26,	, Apr 27, 2017	, Apr	, '	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														

Sunday Apr 16, 2017		Apr 18,				Apr 23,	Apr 24,	Apr 25,			Apr 28,	Apr 29,	Sunday Apr 30, 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:

8. 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 on the electronic time sheet. On your first late time sheet, you will be placed on probation for one week. This means that the week following the submission of your late time sheet, you will not be allowed to work for the Department at any capacity. On your second late time sheet, your employment with the Department will be terminated.

<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	Student Fir	ancial Aid E	Employee								
Search	Go	1									SITE MAP HELP EXIT
Time and Lea	ave Report	ing									
Relect the link unde	er a date to ente	r hours or day	s. Select Next or Previous t	navigate I	through the dates within the	period.					
Time Sheet Title and Number: Department and N Time Sheet Period Submit By Date:	lumber:				Chemi Mar 10	nt Non-Federal Work Stud stry 363000 5, 2018 to Mar 31, 2018 , 2018 by 11:59 PM	y 991002-00				
Earning	Shift	Default Hours or U	nits 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	incurs or o	0 2.		2.3			s Enter Hours	s Enter Hour		s Enter Hours
Total Hours:			2.		2.3) (0 0)	0 (0
Total Units:					0	0	0 0	0)	0	0
Position Selection Co Submitted for App Approved By: Waiting for Approv	oroval By:	w Submit for	r Approval R tart Next								
RELEASE: 8.14.0.1 © 2018 Ellucian Con		l its affiliates	5.								

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:

Search	Go										SITE MAP HELP
Time and Lea											
Select the link under	r a date to ente	r hours or days. Select N	ext or Previous to	navigate t	through the dates within the	period.					
fime Sheet Title and Number: Department and Nu					Chemis	t Non-Federal Work Stud stry 363000	dy 991002-00				
Time Sheet Period:					Mar 16	, 2018 to Mar 31, 2018					
					Apr 02	2018 by 11:59 PM					
Submit By Date: Earning	Shift	Default Hours or Units	Total Hours	Total Units	Apr 02 Friday Mar 16, 2018				Tuesday Mar 20, 2018	Wednesday Mar 21, 2018	Thursday Mar 22, 2018
Submit By Date: Earning UCA Work Study			Hours 0 13.	Units	Friday	Saturday	Mar 18, 2018			Mar 21, 2018	Mar 22, 2018
Submit By Date: Earning UCA Work Study Total Hours:			Hours	Units	Friday Mar 16, 2018	Saturday Mar 17, 2018	Mar 18, 2018	Mar 19, 2018	Mar 20, 2018	Mar 21, 2018	Mar 22, 2018
Submit By Date:	Shift 1 mments Previe	Hours or Units	Hours 0 13.	Units	Friday Mar 16, 2018 Enter Hour o You on	Saturday Mar 17, 2018	Mar 16, 2018 5 Enter Hours 0 0 0	Mar 19, 2018	Mar 20, 2018	Mar 21, 2018	Mar 22, 2018

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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.

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