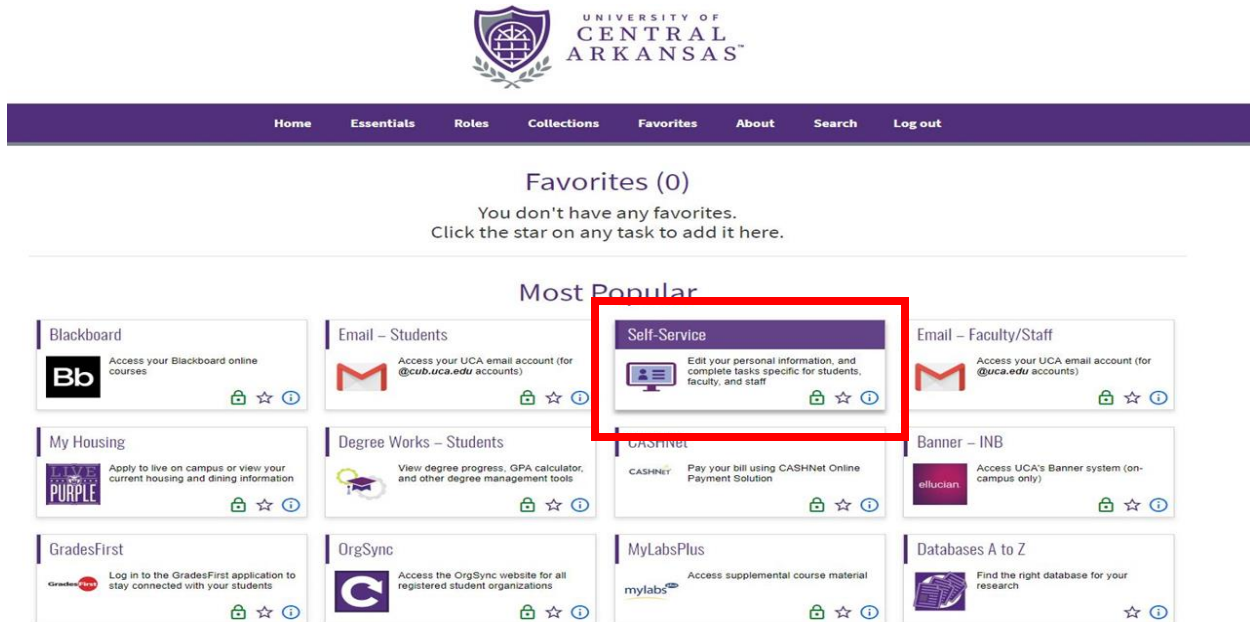
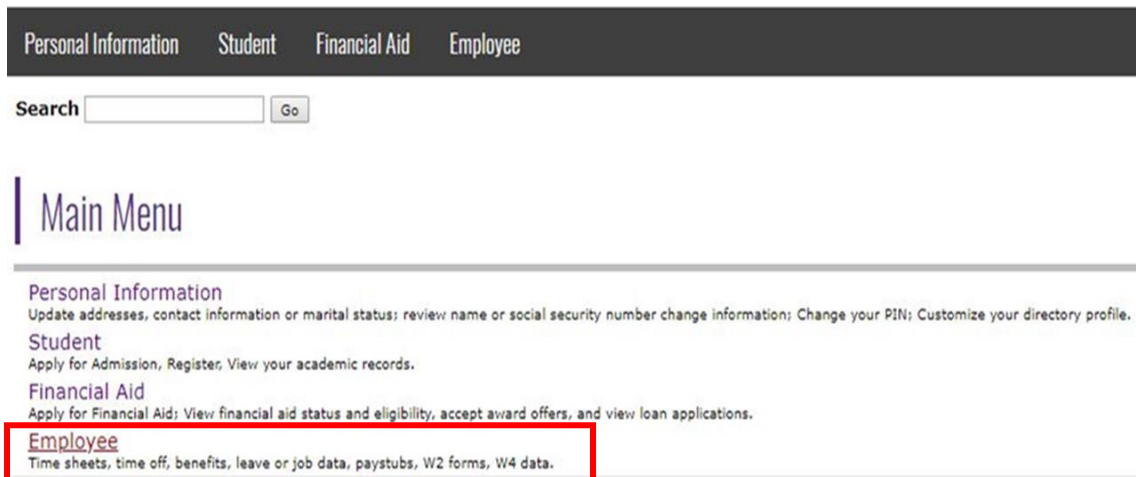


Accessing Time Sheet:

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



2. Once under Main menu, click **Employee**.



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- 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**.



- 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 15th and then the 16th through the last day of the month.

Note: 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 Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Student Non-Federal Work Study, 991002-00 Chemistry, 363000	(1)	<div>(2)</div> <div> 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 Feb 16, 2018 to Feb 28, 2018 Completed Feb 01, 2018 to Feb 15, 2018 Completed Jan 16, 2018 to Jan 31, 2018 Completed Jan 01, 2018 to Jan 15, 2018 Completed Dec 16, 2017 to Dec 31, 2017 Completed 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 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 </div>

(3)

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Logging in Hours:

- 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 Financial Aid Employee

Search Go SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: Student Non-Federal Work Study -- 991002-00
Department and Number: Chemistry -- 363000
Time Sheet Period: Mar 16, 2018 to Mar 31, 2018
Submit By Date: Apr 02, 2018 by 11:59 PM

Earning	Shift	Default Hours or 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	3.5	<input type="button" value="Enter Hours"/>	<input type="button" value="Enter Hours"/>	<input type="button" value="Enter Hours"/>	<input type="button" value="Enter Hours"/>	<input type="button" value="Enter Hours"/>	<input type="button" value="Enter Hours"/>	<input type="button" value="Enter Hours"/>
Total Hours:				3.5			0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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- (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.

Student Worker Time Sheet Information

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**.

Personal Information Student Financial Aid Employee

Search Go

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Friday, Mar 16, 2018
Earnings Code: UCA Work Study

Shift	Time In	AM/PM	Time Out	Total Hours
1	11:15	AM	01:30 PM	2.25
1		AM		0
1		AM		0
1		AM		0
1		AM		0
				2.25

(1)

(3) **Time Sheet** Next Day **Save** Cancel

(2)

Account Distribution
Earnings Code: UCA Work Study Shift Hours: 1 2.25 Account Distribution

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- 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 Student Financial Aid Employee

Search Go

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: Student Non-Federal Work Study -- 991002-00
Department and Number: Chemistry -- 363000
Time Sheet Period: Mar 16, 2018 to Mar 31, 2018
Submit By Date: Apr 02, 2018 by 11:59 PM

Earning	Shift	Default Hours or 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	2.25	2.25	2.25	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			2.25	2.25		0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

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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 printer layout to Landscape before printing.

Jamie Freeman
Student Federal Work Study, 992002-00

Chemistry, 363000

Time Sheet

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 Hours:		20.25			3		5.25	3				3		3	3			
Total Units:			0															

Time In and Out, Federal Work Study

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
	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, your time sheet will not be submitted, and you will have to see your supervisor

Student Worker Time Sheet Information

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.

Note: 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.

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Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

Student Non-Federal Work Study -- 991002-00
Chemistry -- 363000
Mar 16, 2018 to Mar 31, 2018
Apr 02, 2018 by 11:59 PM

Earning	Shift	Default Hours or 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	2.25		2.25	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			2.25			2.25	0	0	0	0	0
Total Units:				0		0	0	0	0	0	0

Position 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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- 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:

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SITE MAP HELP EXIT

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

Student Non-Federal Work Study -- 991002-00
Chemistry -- 363000
Mar 16, 2018 to Mar 31, 2018
Apr 02, 2018 by 11:59 PM

Earning	Shift	Default Hours or 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	13.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			13.5			0	0	0	0	0	0
Total Units:				0		0	0	0	0	0	0

Position Selection
Comments
Preview
Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

You on Mar 30, 2018
Jamie Freeman on Apr 03, 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 Sheet 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.