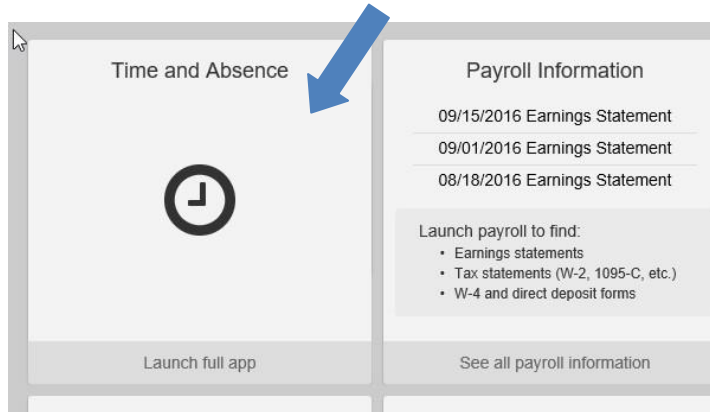


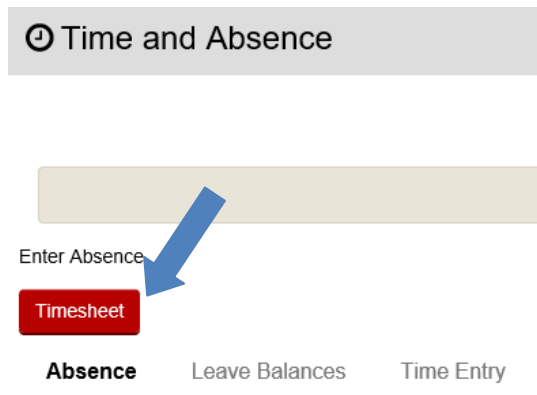
## Where Do I Go to Enter Time on the Timesheet?

Employees and Supervisors will log in to the *My UW System portal* at <https://my.wisconsin.edu/>.

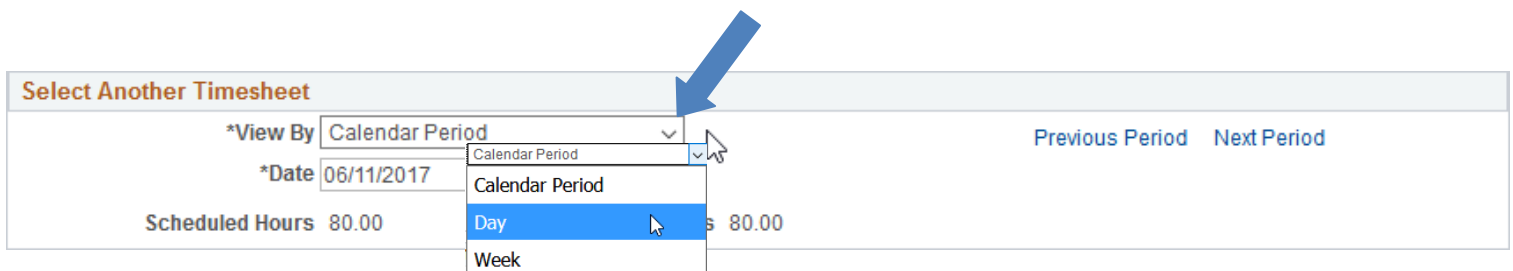
Click on Time and Absence App (box)



Click on "Timesheet"



If you are starting in the middle of a pay period, to enter time you must **view the timesheet by day**. The following pay period will automatically show for a two week period.



## Time Entry Due Dates:

- Employees must enter and submit all time entries by 12midnight on the Monday after the pay period ends. Employees are locked out of timesheet at midnight.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First day of pay period	EE: Enter time and submit each day	Week 1 of Pay Period		→	EE: Enter time and submit for the whole week if not already completed.	
			Week 2 of Pay Period		EE: Enter time and submit for the whole week if not already completed.	<b>END of Pay Period</b>

## Lump Sum Time Entry Methods

There are two ways to enter hours as an individual being paid a lump sum. **Please need to work with your supervisor on their preferred method for recording your hours.**

- Option 1:** Enter the total hours (quantity) worked by date
- Option 2:** Enter the in/out times by date

You must decide on an option – **do not enter both in/out times and quantity.**

**If you have an Hourly job and a Lump Sum job – be sure you are entering your lump sum job hours on the correct job**

## Time Reporting Codes (TRC) – **For Lump Sum Job ONLY**

- Tells system how those hours will be processed.
- **You MUST choose a TRC of ACAHW – ACA Worked Non-Paid Hours for each date enter time on timesheet**

# Option 1: Entering Total Hours (Quantity) Worked by Date

You must choose a Time Reporting Code of ACAHW – ACA Worked Non-Paid Hours for each date you input hours on the timesheet

Quantity – total hours worked on that date

Select for Delete				Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Sched Hrs	Comp Time
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sun	8/2								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Mon	8/3	⌚					ACAHW - ACA Worked Non-Paid Hours	5.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Tue	8/4	⌚					ACAHW - ACA Worked Non-Paid Hours	5.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Wed	8/5								0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Thu	8/6	⌚					ACAHW - ACA Worked Non-Paid Hours	5.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Fri	8/7	⌚					ACAHW - ACA Worked Non-Paid Hours	5.00	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sat	8/8								0.00	<input type="checkbox"/>

Do NOT enter in/out times if entering total hours (quantity) worked

## Option 2: Entering in/out Times by Date (Punch Timesheet)

### ➤ Standard Time Entry:

- Need Colons
- Need AM/PM or A/P indicator

### ➤ 24 Hour Clock Entry:

- Military Time

Standard Time Entry Examples	24 Hour Clock Entry Examples
7:15A	0715
3:00P	1500
4:45PM	1645
11:45AM	1145

**CORRECT:** Should look like this:

7:45:00AM   4:30:00PM

**WRONG:** Example of missed punch:

7:45:00AM 4:30:00PM

**You must choose a Time Reporting Code of ACAHW – ACA Worked Non-Paid Hours for each date you input hours on the timesheet**

Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity
8/2	⌚	3:00:00PM			8:00:00PM	5.00	ACAHW - ACA Worked Non-Paid Hours	
8/3								
8/4	⌚	3:00:00PM			8:00:00PM	5.00	ACAHW - ACA Worked Non-Paid Hours	
8/5								
8/6	⌚	3:00:00PM			8:00:00PM	5.00	ACAHW - ACA Worked Non-Paid Hours	
8/7								

## Human Resources Assistance

Employees are welcome to stop in the Human Resources office (Dempsey 328), call, or email for assistance *anytime*. Someone will assist you as quickly as possible.

920/424-1166, Main Desk Area

920/424-1037, Marge Cosmutto, ([cosmutton@uwosh.edu](mailto:cosmutton@uwosh.edu))

920/424-3008, Katelyn Fenrich ([fenrichk@uwosh.edu](mailto:fenrichk@uwosh.edu))

**If you need adjustments made, *email* details to Marge for biweekly or Katelyn for monthly employees**