

## Timing:

- It is recommended that you enter your hours and absences weekly.
- You should enter and submit all hours and absences no later than the end of your shift on the last day worked each week.
- The deadline to enter and submit hours and absences is 10:00 a.m. the Monday following the end of a pay period.
- If you do not submit your hours and absences by 10:00 a.m. Monday, contact Human Resources.

## Log into the My UW System portal:

- <https://my.wisconsin.edu/>
- A link is available from the **HR Home Page** or from the UW-L Home Page in the **Quick Links** drop down menu.

## Enter Your Hours:

- Locate the “Time & Absence” section in your My UW System portal, click on **Timesheet**.



- Your timesheet for the current period will open.
- If you need to view other timesheets, use the “Previous Time Period” and “Next Time Period” links.



- The **Hours** fields will be filled in with your scheduled hours. This field should be updated if your actual hours worked differ from your schedule.
- When the **Time Reporting Code** is blank, the hours in that line are Regular Hours.
- Add a row and use the **Time Reporting Codes** (TRC's) to report additional types of time/compensation.
- Most commonly used TRC's:
  - EN045 (Exempt Night Differential) used to indicate any night differential earned for hours worked between 6:00 p.m. – 6:00 a.m.
  - EW060 (Exempt Weekend Differential) used to indicate any weekend differential earned for hours worked between 12:00 a.m. Saturday and 11:59 p.m. Sunday
  - EOT10 ( Exempt Overtime 1.0) used when overtime is earned at the straight rate
  - EOT15 (Exempt Overtime 1.5) used when overtime is earned at time and a half
  - FLHOL (Floating Holiday) used when taking legal holiday on days other than actual legal holiday
  - HOLWK (Holiday Worked) used when working on a legal holiday, notifies the system to properly calculate holiday pay
  - NOHOL (No Legal Holiday) used when not taking legal holiday hours on an observed legal holiday
    - For this TRC you would put 0.00 in quantity to void all legal holiday
  - CTUSE (Comp Time Taken) used when taking earned comp time as a type of leave

**Enter Your Hours (continued):**

- Floating Holiday and Comp Time Taken are the only leave types that use TRC's. Other leave types are reported using Absence Management. (see 'Absence Entry' instructions)
- After adding all hours, click the **Submit** button to save & submit your hours for supervisor approval.
- The "Reported Hours" field will calculate the number of hours worked in the pay period. If you have night/weekend differentials, those hours will be included in the total.
- Notify your supervisor if you change your timesheet to ensure they are aware of the changes and approve them.

**Verify approval status:**

- If you would like to see the approval status of your submitted time, time status can be viewed from your My UW System Portal by clicking on the "Time Entry" tab in the "Time and Absence" box.
  - "Needs Approval" - Your supervisor has not yet approved your time.
  - "Approved" - Your supervisor has approved your time.
  - "Taken by Payroll" - Your supervisor has approved your time, the time has gone through an overnight payroll process, and you will be paid.
- Note: there is a two hour delay in the time entry appearing in the portal, following a Time Administration process.

Date	Status	Total	Type
06/23/2014	Needs Approval	8.00	Regular Hours
06/20/2014	Needs Approval	4.25	Regular Hours
06/19/2014	Needs Approval	7.25	Regular Hours
06/18/2014	Needs Approval	6.25	Regular Hours
06/17/2014	Needs Approval	5.25	Regular Hours
06/16/2014	Needs Approval	12.00	Regular Hours
06/16/2014	Needs Approval	1.00	Night Differential
06/14/2014	Taken by Payroll	4.00	Weekend Differential
06/14/2014	Taken by Payroll	1.00	Regular Hours
06/14/2014	Taken by Payroll	3.00	Overtime 1.5

**Logout:**

- Logout and close your browser. It is very important to do this when using shared computers or computer labs.

**Questions? Need help entering your time?  
Contact HR at 785-8013**