Timing:

- It is recommended that you enter your time daily.
- You should enter and submit all time no later than the end of your shift on the last day worked in the pay period.
- The deadline to enter and submit your timesheet is 10:00 a.m. the Monday following the end of a pay period.
- If you do not submit your timesheet 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 Time:

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

- If you do not have more than one job, you will be taken directly to your timesheet.
- If you have more than one job, you will be taken to a page requiring you to choose for which job you want to enter time. You should look at the "Working Title", "Empl Rcd Nbr" and "Department Description" columns to determine which job to pick. When you have found the job you want, click on the **Job Description** to be taken to that timesheet. (see the following example)


- 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.
- Report time in quarter-hour increments (see the following examples)
  - 7:53 am to 8:07 am = 8:00 am
  - 8:08 am to 8:22 am = 8:15 am
  - 8:23 am to 8:37 am = 8:30 am
  - 8:38 am to 8:52 am = 8:45 am
  - 8:53 am to 9:07 am = 9:00 am

Enter Your Time *(continued)*:

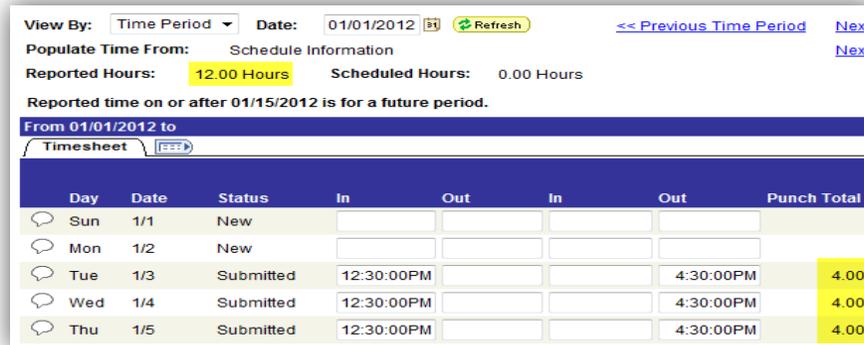- Enter your time using 24 hour time (military time) or standard time (with AM/PM). (see the following examples)

	Morning	Noon	Afternoon	Midnight
24 Hour Time	0745	1200	1630	0000
Standard Time	7:45AM	12:00PM	4:30PM	12:00AM

- When entering your time, enter your start, stop and lunch times in the appropriate boxes (see examples)
  - For a shift without a break, use the first "in" box and the last "out" box.
  - For a shift with a break, use the first "in" box and the last "out" box for start and stop times and the center "in" and "out" boxes for your break.

From 06/29/2014 to 07/12/2014
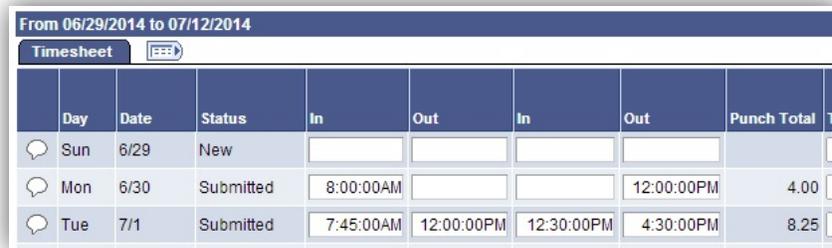
	Day	Date	Status	In	Out	In	Out	Punch Total	Ti
💬	Sun	6/29	New						
💬	Mon	6/30	Submitted	8:00:00AM			12:00:00PM	4.00	
💬	Tue	7/1	Submitted	7:45:00AM	12:00:00PM	12:30:00PM	4:30:00PM	8.25	

- Use the **Submit** button to save your time entry. The "punch total" field will add together your reported time for each individual day you worked. The "reported hours" field will add each day's hours together for the pay period. If you submit your timesheet and realize you need to make a change, you may resubmit the timesheet as many times as you need.

View By: Time Period ▾   **Date:** 01/01/2012 📅 🔄 Refresh   << Previous Time Period   Next
Populate Time From: Schedule Information   Next
Reported Hours: 12.00 Hours   **Scheduled Hours:** 0.00 Hours
Reported time on or after 01/15/2012 is for a future period.

From 01/01/2012 to

	Day	Date	Status	In	Out	In	Out	Punch Total	Ti
💬	Sun	1/1	New						
💬	Mon	1/2	New						
💬	Tue	1/3	Submitted	12:30:00PM			4:30:00PM	4.00	
💬	Wed	1/4	Submitted	12:30:00PM			4:30:00PM	4.00	
💬	Thu	1/5	Submitted	12:30:00PM			4:30:00PM	4.00	

- Notify your supervisor if you change your timesheet to ensure they are aware of the changes and have time to approve them.

Verify approval status:

- Time status can be viewed from your My UW System Portal by clicking on the "Time Entry" tab in the "Time and Absence" box.
  - o "Needs Approval" Your supervisor has not yet approved your time.
  - o "Approved" Your supervisor has approved your time.
  - o "Taken by Payroll" Your supervisor has approved your time, the time has gone through an overnight payroll process, and you will be paid.
- Note: time entry will show in the portal approximately two hours after it's submitted in HRS, following a time administration process.

Timesheet

Absence	Leave Balance	Time Entry	Leave Reports

< Previous **1** 2 3 4 5 6 7 8 … 53 54 Next >   1-10 of 532 entries

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	

< Previous **1** 2 3 4 5 6 7 8 … 53 54 Next >

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