## Timing:

- It is recommended that you enter your time and absences weekly.
- You should enter and submit all time and absences no later than the end of your shift on the last day worked each week.
- The deadline to enter and submit time 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 Time:

- Locate the "Time & Absence" section in your My UW System portal, click on **Timesheet**.
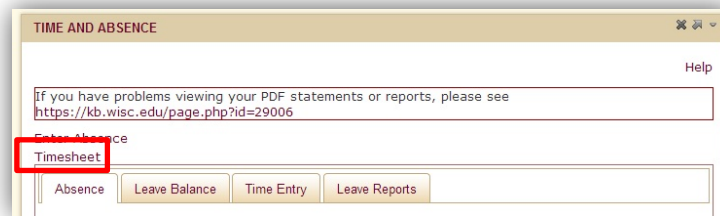
- Your timesheet for the current period will open.
    - If you need to view other timesheets, use the "Previous Time Period" and "Next Time Period" links.
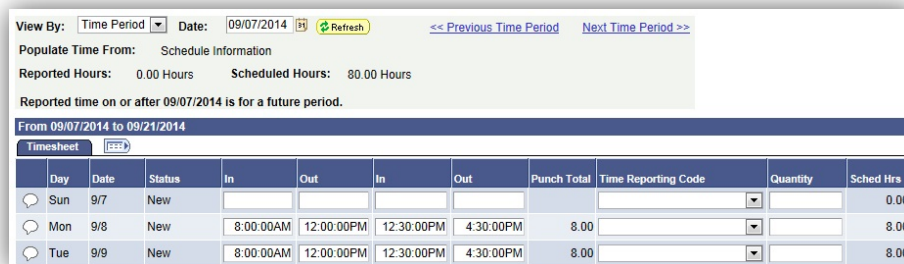
- A pre-populated schedule will be in place for most employees.
    - The punch times should be changed if your hours worked differ from your schedule.
    - If the schedule change is long-term, contact Human Resources to have your pre-populated schedule updated.
- Note: your previously requested absences will show up on the timesheet with a status of "needs approval". Your supervisor will need to approve the absence. When a partial day absence has been entered, it will automatically delete your schedule for that entire day. You'll need to enter your hours worked for that day.
- 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 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

Enter Your Time *(continued)***:**

- 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.

- 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.

- 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.
  - "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: time entry will show in the portal approximately two hours after it's submitted in HRS, following a time administration process.

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