WISCONSIN SYSTEM HRS

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:

- <u>https://my.wisconsin.edu/</u>
- 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.

ms viewing your PDF statements or reports, please see	
u/page.php?id=29006	
d	du/page.php?id=29006

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

Repo	ulate Ti orted H		Schedul	e Information Scheduled I	Hours: 80.0	< 0 Hours	Previous Time	<u>Period Ne</u>	xt Time Period ≻>			
From			after 09/07/20 9/21/2014	014 is for a futur	e period.							
Tim	esneet											
Tim	Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Qua	antity	Sched Hrs
			Status New	In	Out	In	Out	Punch Total	Time Reporting Code	Qu	antity	Sched Hrs 0.0
	Day	Date		In 8:00:00AM	Out 12:00:00PM	In 12:30:00PM	Out 4:30:00PM	Punch Total 8.00	Time Reporting Code		antity	

- 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.
 - 0 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)
 - o 7:53 am to 8:07 am = 8:00 am
 - o 8:08 am to 8:22 am = 8:15 am
 - o 8:23 am to 8:37 am = 8:30 am
 - o 8:38 am to 8:52 am = 8:45 am
 - o 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

WINGOWSHI SYSTEM HRS

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.

	n 06/29 neshee		07/12/2014					
	Day	Date	Status	In	Out	In	Out	Punch Total
0	Sun	6/29	New					
0	Mon	6/30	Submitted	8:00:00AM			12:00:00PM	4.00
0	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.

	ulate Ti orted H	me From: ours:	Schedule Ir 12.00 Hours	Scheduled Ho	ours: 0.0	00 Hours		Ne
tep	orted ti	me on or	after 01/15/2012	is for a future	period.			
		2012 to						
Ti	meshee	et \[IIII})					
	Day	Date	Status	In	Out	In	Out	Punch Tota
2	Day Sun	Date 1/1	Status New	In	Out	In	Out	Punch Tota
0				In	Out	In	Out	Punch Tota
0 0 0	Sun	1/1	New	In 12:30:00PM	Out		Out 4:30:00PM	
0000	Sun Mon	1/1 1/2	New New					Punch Tota

• 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.
 - "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.

Absence Le	ave Balance T	ime Entry Leave	Reports	
< Previous 1	2 3 4 5 6	7 8 53 54 M	lext >	1-10 of 532 entries
Date	4	Status	Total	Туре
06/23/2014	Needs Appr	oval	8.00 Regula	ar Hours
06/20/2014	Needs Appr	oval	4.25 Regula	ar Hours
06/19/2014	Needs Appr	oval	7.25 Regula	ar Hours
06/18/2014	Needs Appr	oval	6.25 Regula	ar Hours
06/17/2014	Needs Appr	oval	5.25 Regula	er Hours
06/16/2014	Needs Appr	oval	12.00 Regula	ar Hours
06/16/2014	Needs Appr	oval	1.00 Night I	Differential
06/14/2014	Taken by Pa	ayroll	4.00 Week	and Differential
06/14/2014	Taken by Pa	ayroll	1.00 Regula	ar Hours
06/14/2014	Taken by Pa	ayroll	3.00 Overtin	me 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