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 Rd 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)

<table>
<thead>
<tr>
<th>24 Hour Time</th>
<th>Morning</th>
<th>Noon</th>
<th>Afternoon</th>
<th>Midnight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard Time</td>
<td>0745 AM</td>
<td>1200</td>
<td>1630 PM</td>
<td>0000 AM</td>
</tr>
</tbody>
</table>

- 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