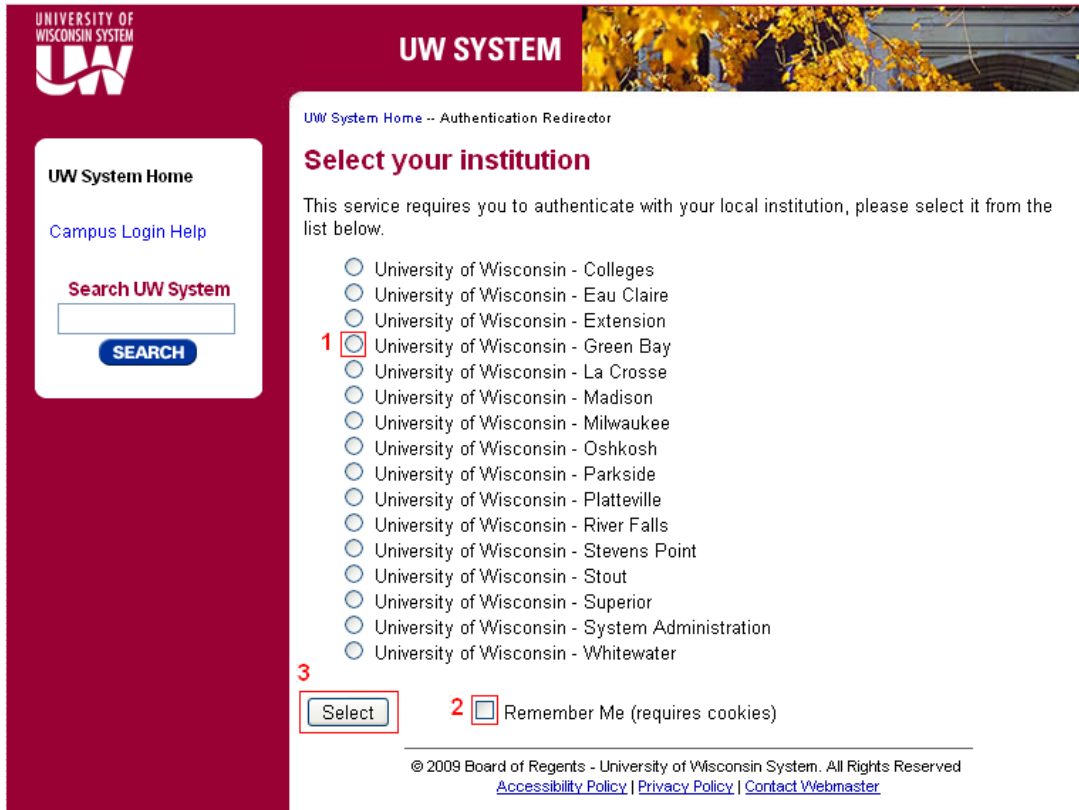


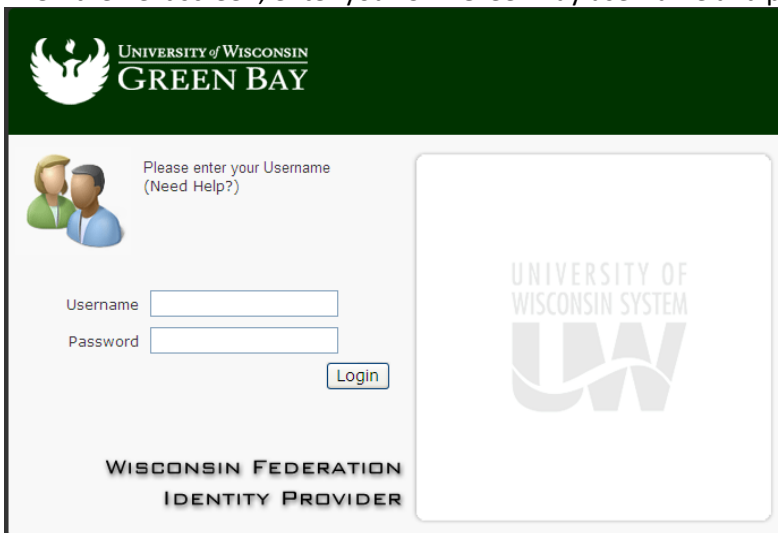
HRS Student Timesheet Entry – Off Campus ONLY

1. Log in to the My UW System portal at <https://my.wisconsin.edu/>. Click the University of Wisconsin – Green Bay radio button, check the Remember Me checkbox (optional – this will save this setting for future use if cookies are enabled) and then click the Select button. It is recommended you use Internet Explorer 8 as your browser.



The screenshot shows the 'UW SYSTEM' Authentication Redirector page. On the left is a sidebar with 'UW System Home', 'Campus Login Help', and a 'Search UW System' box. The main content area is titled 'Select your institution' and contains a list of 15 university options. The 'University of Wisconsin - Green Bay' option is selected and marked with a red '1'. Below the list, a 'Remember Me' checkbox is checked and marked with a red '2', and a 'Select' button is highlighted with a red '3'. At the bottom, there is a copyright notice for the University of Wisconsin System.

2. On the next screen, enter your UW-Green Bay username and password and then click the Login button



The screenshot shows the login page for the University of Wisconsin Green Bay. It features the university logo and name at the top. Below is a login form with fields for 'Username' and 'Password', and a 'Login' button. A note says 'Please enter your Username (Need Help?)'. At the bottom, it identifies the 'WISCONSIN FEDERATION IDENTITY PROVIDER'.

Student Employees – use your student account & password

HRS Student Timesheet Entry – Off Campus ONLY

3. Click the **Timesheet** link.

HRS SELF SERVICE LINKS

We are experiencing issues with the portal links that were previously communicated. Please use the links below to report and/or approve time.

- [Web Clock](#)
- [Timesheet](#)
- [Approve Payable Time](#) (for supervisors only)

Please be aware that in both the portal and the HRS Approve Payable time area only students/employees that have submitted time that awaits approval will display. Please see the [HRS Knowledge Base document](#) for further details.

4. You will be prompted to login into HRS PeopleSoft. Enter your UW-Green Bay username and password (same as you entered for the My UW System Portal)

ORACLE
 PEOPLESOFT ENTERPRISE

User ID: <input style="width: 80%;" type="text"/> Password: <input style="width: 80%;" type="password"/> <div style="text-align: center;"><input type="button" value="Sign In"/></div> <p style="text-align: center; margin-top: 10px;">To set trace flags, click here</p>	Select a Language: <table style="width: 100%; border: none;"> <tr><td>English</td><td>Español</td></tr> <tr><td>Dansk</td><td>Deutsch</td></tr> <tr><td>Français</td><td>Français du Canada</td></tr> <tr><td>Italiano</td><td>Magyar</td></tr> <tr><td>Nederlands</td><td>Norsk</td></tr> <tr><td>Polski</td><td>Português</td></tr> <tr><td>Suomi</td><td>Svenska</td></tr> <tr><td>Čeština</td><td>日本語</td></tr> <tr><td>한국어</td><td>Русский</td></tr> <tr><td>ไทย</td><td>简体中文</td></tr> <tr><td>繁體中文</td><td>العربية</td></tr> </table>	English	Español	Dansk	Deutsch	Français	Français du Canada	Italiano	Magyar	Nederlands	Norsk	Polski	Português	Suomi	Svenska	Čeština	日本語	한국어	Русский	ไทย	简体中文	繁體中文	العربية
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Dansk	Deutsch																						
Français	Français du Canada																						
Italiano	Magyar																						
Nederlands	Norsk																						
Polski	Português																						
Suomi	Svenska																						
Čeština	日本語																						
한국어	Русский																						
ไทย	简体中文																						
繁體中文	العربية																						

5. If you have more than one job, you will be taken to a page requiring you to choose which job you want to enter time for. 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**. *If you don't have more than one job, skip this step.*

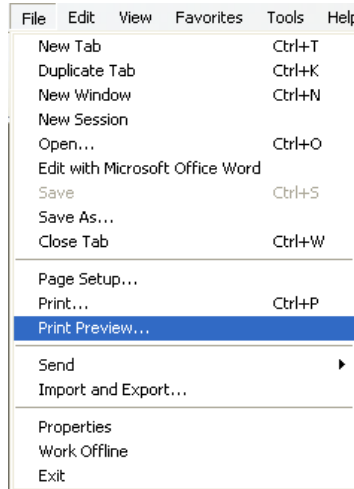
[Click to View Additional Information](#) Show Schedule Information

Job Description	Working Title	Empl Rcd Nbr	Department	Department Description
STUDENT HELP	OFFICIAL	0	D091000	Intramurals & Recreation
STUDENT HELP	INSTRUCTOR	1	D091010	Intramurals & Rec-Lessons

Go To: [Self Service](#)
[Time Reporting](#)

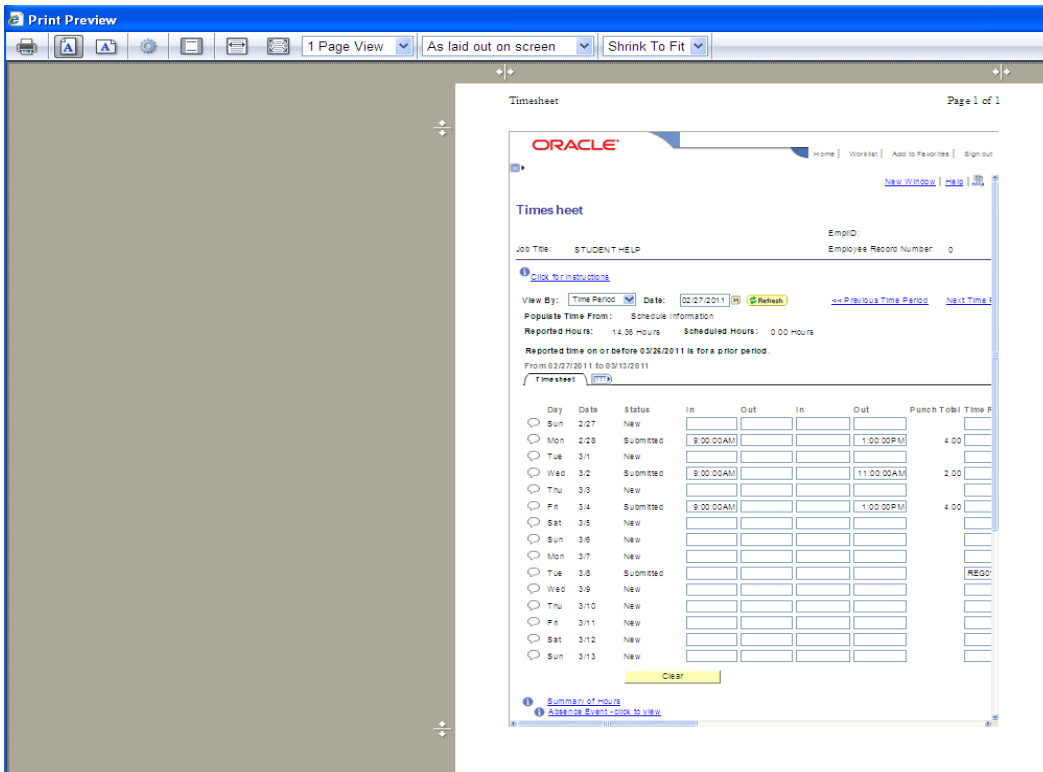
HRS Student Timesheet Entry – Off Campus ONLY

1. Double check that your hours are correct and you have clicked the Submit button.
2. Go to **File** → **Print Preview**



How to Turn in a Completed Timesheet

3. Make sure you can see your timesheet in the Print Preview window and click the Print button. If you can't see your timesheet, play with the drop down menus to set them as follows:



Once everything looks good, click the Print button.

Once you have printed your timesheet properly, click **the Sign out link** in the upper right hand corner and close the web browser.

6. You will need to sign and date your timesheet & get the proper signature from your approved supervisor.
7. Your supervisor is now in charge of turning in your timesheet to UW-Green Bay's Human Resources Department. Timesheets can be faxed to HR at (920) 465-5104 or an electronic copy can be emailed to payroll@uwgb.edu. Timesheets must be turned in by 9am on the Monday following the last day in the pay period.