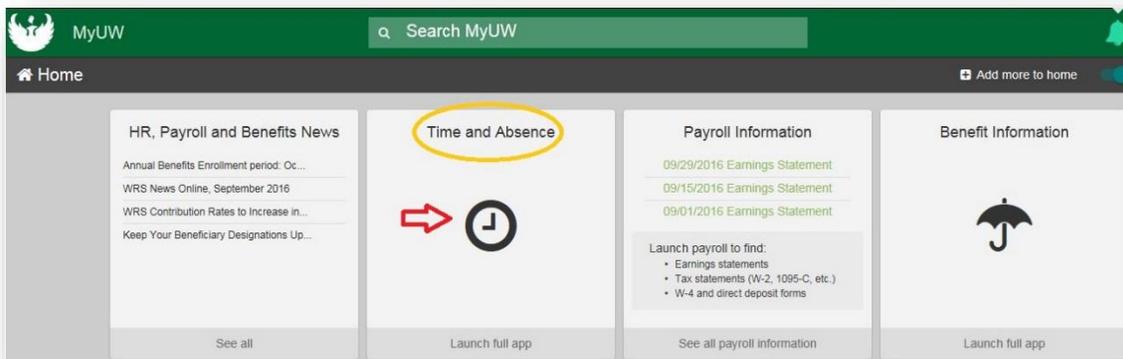


Timesheet Entry

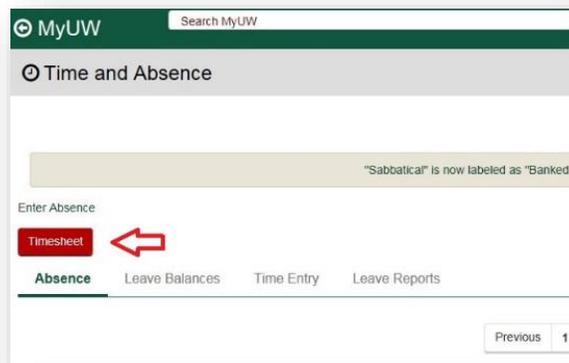
- Employees must enter and submit all time by 4:30 p.m. on the last day worked in the pay period.
- The latest you will be able to enter and submit your timesheet is on the Monday following a pay period.
- There is a “Time Administration” process which is run by the UW-Service Center in Madison around 9:00 a.m., 11:00 a.m., 1:00 p.m., 3:00 p.m. daily and overnight, and takes about an hour to run. This processes reported time, so if you submit your timesheet, it will sit in a holding pattern until the next Time Administration process finishes running, and then your supervisor will see your timesheet is ready for approval.
- Please note that punches will be rounded to the nearest quarter hour (ex. 0, 0.25, 0.5, 0.75, 1), as shown on the Time & Absence webpage: [http://www.uwgb.edu/human-resources/payroll/time-absence-information-\(1\)/](http://www.uwgb.edu/human-resources/payroll/time-absence-information-(1)/)

Log in to the portal

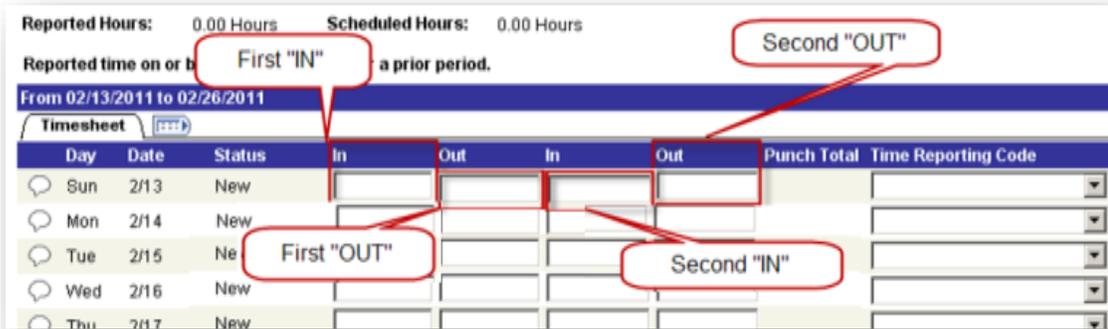
- My UW System portal: <https://my.wisconsin.edu/>
- A link is available from the [Human Resources Home Page](#) and the [Faculty and Staff Home Page](#).
- Scroll to the Time and Absence section.
- Click on the clock icon or “Launch full app”.



- Click on Timesheet



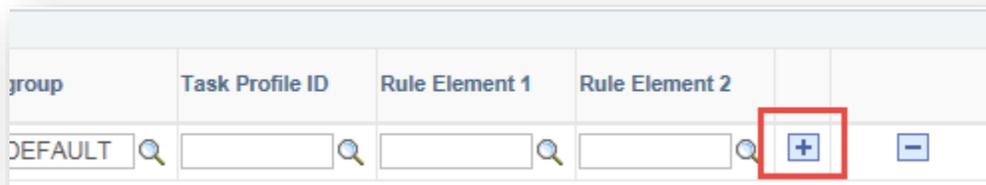
- Your timesheet for the current time period will open.
 - Links “Previous Period” and “Next Period” are available to view prior or future timesheets.
- The four “In” and “Out” boxes should be used as follows:
 - FIRST IN: Enter the time you first report to your job.
 - FIRST OUT: Enter the time that you leave your job for lunch or any other reason and plan on returning.
 - SECOND IN: Enter the time you return to your job.
 - SECOND OUT: Enter the time you leave your job for the day and will not return for another shift.



- **Working one shift:** If you will only be working one shift - enter the time you first report to your job in the *FIRST IN* and enter the time you leave your job for the day in the *SECOND OUT*.

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total
	Sun	10/2	New					
	Mon	10/3	Submitted	9:00:00AM			5:00:00PM	8.00
	Tue	10/4	Submitted	9:00:00AM			5:00:00PM	8.00

- **Working three or more shifts:** If you are working three or more shifts in one day, scroll to the right and click on the “+” and a row will be added for you to enter your time worked.



- **Working a shift that ends after midnight:** If you start work one day and finish work the following day, add rows as needed, enter your punch in on the day you start, and your punch out on the day you end, as shown below.

Day	Date	Reported Status	In	Out	In	Out	Punch Total
Sun	11/27	New					
Mon	11/28	Submitted	7:45:00AM	11:45:00AM	12:30:00PM	4:30:00PM	8.00
		Submitted	10:00:00PM				8.50
Tue	11/29	Submitted				6:30:00AM	
Wed	11/30	Submitted	7:45:00AM	11:45:00AM	12:30:00PM	4:30:00PM	8.00
Thu	12/1	Submitted	7:45:00AM	11:45:00AM	12:30:00PM	4:30:00PM	8.00

- Hours, minutes and seconds may be entered in one of two ways: using the 24 hour clock or standard clock.
 - Using the 24 hour clock, enter 0745 and the time will display as 7:45:00AM after clicking Submit. An entry of 1630 will display as 4:30:00PM.
 - Using the standard clock, hours may be entered as 4p, 4pm, 4P, or 4PM. After clicking Submit, the time will display as 4:00:00PM
 - If minutes and seconds are included, hours/minutes/seconds must be separated by colons (ex. 12:45p will display as 12:45:00PM, 8:30:15a will display as 8:30:15AM)
- Once your time is entered, scroll to the bottom of the screen and click **Submit**.
- The Reported Hours field will update after the timesheet is submitted.
- Sign out of your My UW System portal.

Time Reporting Codes

- A time reporting code (TRC) denotes the type of time worked. If the Time Reporting Code field is blank, the time is treated as "Regular Hours"
- Steps for entering a TRC:
 - Add a row if hours are being worked/other type of leave is being used on the same day as the TRC will be used
 - Choose the correct TRC
 - In the Quantity field, enter the number of hours being taken
- Most commonly used TRC's: (*Contact Payroll before using other TRC's*)
 - **09 HOLWK - Holiday Worked:** used when working on a legal holiday, notifies the system to properly calculate holiday pay
 - For this TRC you would not add an additional row, but include the TRC on the line that hours are entered
 - **05 CTUSE - Comp Time Taken:** used when taking earned comp time as a type of leave

Overtime/Comp Time Earned

- During the process of Time Administration, the system will calculate any overtime earned in the pay period
- A TRC should not be entered for overtime, the system will calculate it based on hours entered
- If you would like the overtime earned to be changed into comp time earned:
 - Enter a **Rule Element** on the timesheet for the week which comp time is earned
 - Scroll to the right side of the timesheet

- Click on Rule Element 1 Magnifying Glass on the last day of the week overtime is earned
- Click on COMP (Compensatory Time for Overtime). This will tell HRS to take the overtime earned and convert it to Comp Time Earned



Rule Element 1	Rule Element 2	Date	-	+
		1/8	-	+
COMP		1/9	-	+

Night Differential/Weekend Differential

- During the process of Time Administration, the system will automatically calculate:
 - Night Differential (6:00 p.m. – 6:00 a.m.)
 - Weekend Differential (12:00 a.m. Saturday - 11:59 p.m. Sunday)

Please contact payrollandbenefits@uwgb.edu or ext. 2390 if you have any questions.