HRS Timesheet Entry for Off Campus Work Study

1. You can find the timesheet link by going to www.uwgb.edu/student-employment/record/ and selecting “HRS Timesheet Log-in” OR bookmark the following URL: https://www.hrs.wisconsin.edu/psc/hrssf/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.TL_MSS_EE_SRCH_PRD.GBL

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

3. If you have more than one job, you will be taken to a page requiring you to choose which job you are entering 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 only have one job, the system will bring you straight to step 4.

Go To: Self Service
        Time Reporting
4. Enter the time you worked as “IN” and “OUT” times on the exact day you worked. Never record previous time worked on a current timesheet. You may record time before it is worked during the two week pay cycle.

Time should be entered in either format: 7:30 AM or 7:30 A (must include AM/A or PM/P)

The four "IN" and "OUT" boxes should be used as follows:

First "IN" - The student should enter the time they first report to their job.

First "OUT" - The student should enter time if they leave their job but plan on returning.

Second "IN" - The student would enter time in this field when they return from their class or lunch.

Second "OUT" - This field would be filled in with the time the student left their job for the day.

5. You must click on the Submit button after each time entry. The Punch Total and Reported Hours are updated for that day. (NOTE: Your hours will not be calculated if you do not hit the SUBMIT button—meaning you will NOT be paid for those hours)
How to Turn in a Completed Timesheet

1. Double check that your hours are correct and you have clicked the Submit button.
2. Select PRINT PREVIEW
3. Verify that all IN/OUT times are visible, along with your full name and EMPL ID number (you may need to adjust the view to be “AS LAID OUT ON SCREEN”)
4. Select PRINT
5. SUBMIT to an approved SUPERVISOR

Please note: Your supervisor is in charge of turning in your timesheet to UW-Green Bay’s Payroll Department.

Timesheets must be faxed to Payroll at (920) 465-5104 or an electronic copy can be scanned and emailed to payrollandbenefits@uwgb.edu.

Timesheets must be turned in by 4:30 pm on the Monday following the last day in the pay period.

Contact Student Employment at 920-465-2556 or studentemployment@uwgb.edu with questions