

To submit time sheets for non-exempt employees:

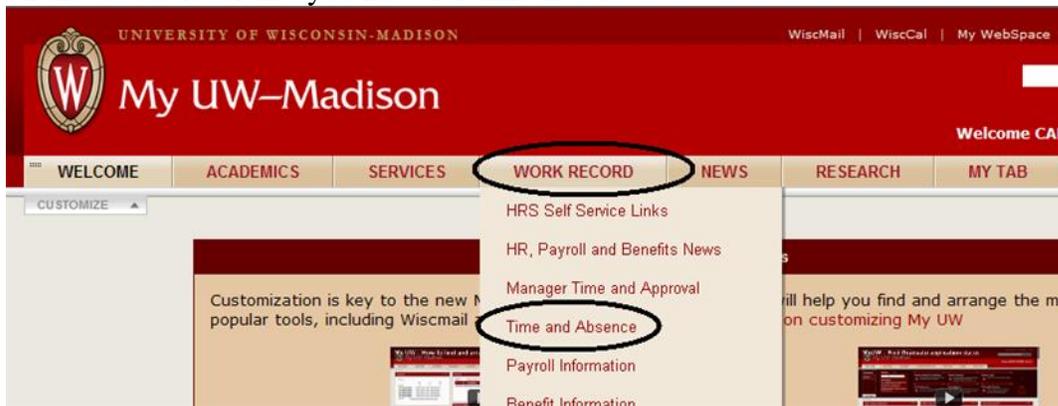
Open your web browser and type in this URL: <http://www.wisc.edu/>
Click on MY UW in the upper portion of the screen.
The screen shot shown in this example is the UW-Madison web site.



Enter your UW Net ID and Password. Then click the LOGIN button



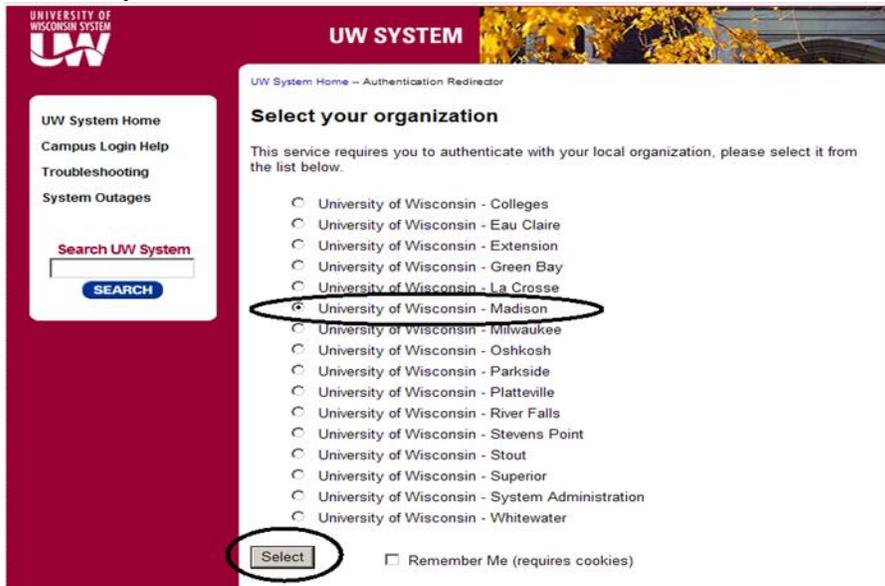
Hover the mouse cursor over “WORK RECORD” on the top banner. When the sub menu comes up, hover over TIME AND ABSENCE. Your menu may look different depending on the access level that you have for timesheets.



When the Time and Absence screen comes up, click on TIMESHEET



For security reasons you are required to log into the system a second time. Click the University of Wisconsin Madison button then click Select.



Enter your password a second time and click LOGIN.



A browser window will open which will show your time sheet for the current time period. If this is a Monday of a new time period and you're entering hours for the previous time period you will need to change the date in the Date box to reflect that time period (recommended you enter your time on a daily basis so you don't have to go to a previous time period).

*****NOTE-do NOT enter time in a timesheet for a time period that has already been paid because this time will NOT be paid.**

The screen will open up and show you blank boxes for the complete time period that you are in. All days will be empty and you will be required to enter your time into the timesheet.

View By: Date: << Previous Time Period Next Time Period >>

Populate Time From:

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

Reported time on or after 08/28/2011 is for a future period.

From 08/28/2011 to 09/10/2011

Timesheet

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sche
☺ Sun	8/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☺ Mon	8/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☺ Tue	8/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☺ Wed	8/31	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☺ Thu	9/1	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☺ Fri	9/2	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☺ Sat	9/3	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☺ Sun	9/4	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☺ Mon	9/5	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☺ Tue	9/6	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☺ Wed	9/7	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☺ Thu	9/8	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☺ Fri	9/9	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
☺ Sat	9/10	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	

Your time should be entered as follows. When you are working in partial hours, make sure that your time is entered to the quarter hour. Using the table below, you will see how the calculations are determined. Time can be entered as 10a or 10am or 1:00a or 10:00AM. The system will know what you are attempting to enter and adjust it for you. For an explanation of the time you can also refer to the KB doc 17036 which is located at <http://kb.wisc.edu/hrs/page.php?id=17036>.

Rounding of Hours	Minutes	0.0 - 7.5	7.5 - 22.5	22.5 - 37.5	37.5 - 52.5	52.5 - 60
		Hundredths	0.0	.25	0.5	0.75

You will need to enter the time you came in, the time you left for the lunch, the time you returned from lunch and then the time you left at the end of the day. It is VERY important to have the time in the right box or you will NOT be paid correctly.

[Click for instructions](#)

View By: Date: << Previous Time Period Next Time Period >>

Populate Time From:

Reported Hours: 8.00 Hours Scheduled Hours: 0.00 Hours

Reported time on or after 08/28/2011

From 08/28/2011 to 09/11/2011

The time you came in to work.

The time you left for lunch

The time you returned from lunch

The time you left for the day

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting
Sun	8/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Mon	8/29	Submitted	7:45:00AM	11:45:00AM	12:30:00PM	4:30:00PM	8.00	
Tue	8/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Wed	8/31	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

NOTE: The system will not calculate your lunch for you. You will have to enter the time that you were gone for this to be adjusted. If you did not take a lunch during the day you will leave the two middle boxes empty and end of day out time will go in the far right OUT box.

When you are finished with the days that you are entering, you will need to click on the submit button at the bottom of the page. After you hit the submit button, the system will cue this timesheet to update during the next time admin processing. Your manager will be able to see the time that you entered but will NOT be able to approve it until after the next time admin runs.

If you are working without a lunch period, you will enter your time IN in the far left column and your time out in the far right column. Entering your time into the middle OUT column when you leave at the end of the day will not work correctly and your time sheet will not be correct.

Correct way to enter time with no lunch:

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting
Sun	8/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Mon	8/29	Submitted	7:45:00AM	<input type="text"/>	<input type="text"/>	4:30:00PM	8.75	
Tue	8/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Incorrect way to enter time with no lunch (time will **NOT** be paid if entered this way):

Day	Date	Status	In	Out	In	Out	Punch Total	Time
Sun	8/28	New						
Mon	8/29	Submitted	7:45:00AM	4:30:00PM			8.75	
Tue	8/30	New						

If you are working a double shift for the day, and your last shift ends after midnight, there is a specific way that you must enter your time on your timesheet. Keep in mind that the system is smart enough to know that after 12AM you are in a new day. If you try to enter your time on the same row you will have problems. Please look at the examples below on the **INCORRECT** and **CORRECT** way to enter your time.

For this example, on September 13th the employee worked from 8AM to 2PM and then came back in from 10PM until 1AM. You cannot enter the time on one row because the system will not be able to calculate it. You have to put the last out time on a separate line. To do this, you will scroll to the right

Correct way to enter out punch when punch falls in the next day.

Add a row

			8/28	-	+
			8/29	-	+
			8/30	-	+
			8/31	-	+

Enter time in the out punch of the actual day.

Day	Date	Status	In	Out	In	Out
Sun	8/28	New				
Mon	8/29	Submitted	8:00:00AM	2:00:00PM	10:00:00PM	
Tue	8/30	New				1a
Wed	8/31	New				
Thu	9/1	New				

Timesheet after submitted. Will have to add a row for Tuesday in order to enter hours for that day.

Day	Date	Status	In	Out	In	Out
Sun	8/28	New				
Mon	8/29	Submitted	8:00:00AM	2:00:00PM	10:00:00PM	
Tue	8/30	Submitted				1:00:00AM
Wed	8/31	New				

Another correct way is to enter the out time on the second out punch of the next day. As above, will still need to add a row for Tuesday's hours.

Day	Date	Status	In	Out	In	Out	P
Sun	8/28	New					
Mon	8/29	Submitted	8:00:00AM	2:00:00PM	10:00:00PM		
Tue	8/30	New					1a

Wrong way.

Day	Date	Status	In	Out	In	Out	P
Sun	8/28	New					
Mon	8/29	Submitted	8:00:00AM	2:00:00PM	10:00:00PM		1a

What wrong way looks like when saved (submitted).

Day	Date	Status	In	Out	In	Out	P
Sun	8/28	New					
Mon	8/29	Submitted				1:00:00AM	
		Submitted	8:00:00AM	2:00:00PM	10:00:00PM		
Tue	8/30	New					

The screenshot shows the Oracle TimeSheet application interface. The main window displays a summary of reported hours for the period from 09/11/2011 to 09/24/2011. The summary indicates 41.00 hours reported and 0.00 hours scheduled. Below the summary is a detailed timesheet table with columns for Day, Date, Status, In, Out, In, Out, Punch Total, Time Reporting Code, Quantity, Sched Hrs, and Taskgroup. The table shows data for days from 9/11 to 9/24, with various statuses like Submitted and New. A 'Clear' button is visible below the table. The interface also includes a menu on the left and a search bar at the top.

After all your time is entered correctly on the screen you will need to click the submit button at the bottom of the screen.

****NOTE: If you forget to hit the submit button, your time will not be saved! You will lose the changes on your screen when you exit, your entries will be lost and you will NOT get paid!**

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Menu

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Mon	9/19	New							0.00	UW_DEFAULT
Tue	9/20	New							0.00	UW_DEFAULT
Wed	9/21	New							0.00	UW_DEFAULT
Thu	9/22	New							0.00	UW_DEFAULT
Fri	9/23	New							0.00	UW_DEFAULT
Sat	9/24	New							0.00	UW_DEFAULT

Clear

Summary of Hours

Absence Event - click to view

Reported Hours Summary - click to view

Balances - click to view

Submit Approve Selected Deny Selected

Go To: [Manager Self Service](#)

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