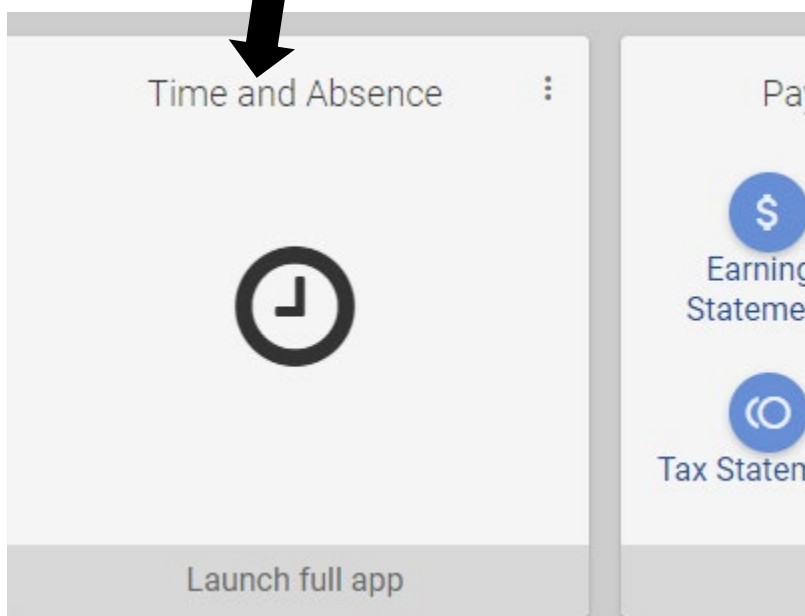


Where Do I Go to Enter Time on the Timesheet?

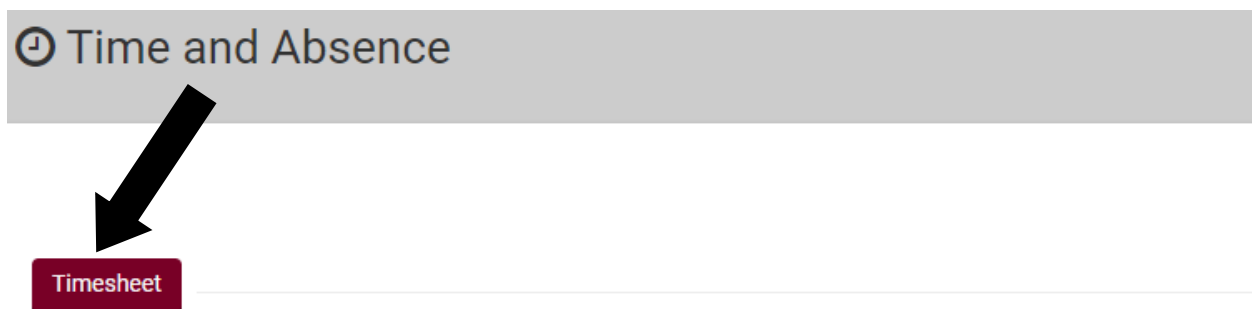
Employees and Supervisors will log in to the *My UW System portal* at <https://my.wisconsin.edu/>.

Login with your NetID login (staff.NetID for student employees)

Click on Time and Absence



Click on "Timesheet"



Employees in Student Help positions are limited to the number of hours worked per week. Refer to [UW System Administrative Policy 1237 \(formerly GEN 20\) Student Employment](#). Institutions may limit hours differently. Student Help employees must comply with their institution's policy.

Lump Sum Time Entry Methods

There are two ways to enter hours as an individual being paid a lump sum. **Please work with your supervisor on their preferred method for recording your hours. More detailed directions on next pages.**

Option 1: Enter the total hours (quantity) worked by date

Option 2: Enter the in/out times by date

You must decide on an option – **do not enter both in/out times and quantity.**

If you have an Hourly job and a Lump Sum job – be sure you are entering your lump sum job hours on the correct job record

Time Reporting Codes (TRC) – **For Lump Sum Job ONLY**

- Tells system how those hours will be processed.
- **You MUST choose a TRC of ACAHW – ACA Worked Non-Paid Hours for each date enter time on timesheet**

Option 1: Entering Total Hours (Quantity) Worked by Date

You must choose a Time Reporting Code of ACAHW – ACA Worked Non-Paid Hours for each date you input hours on the timesheet

Quantity – total hours worked on that date

From 05/01/2016 to 05/14/2016

Timesheet ⏪

	Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sch
🗨	Sun	5/1	New								
🗨	Mon	5/2	Submitted						ACAHW - ACA Worked Non	5.00	
🗨	Tue	5/3	New								
🗨	Wed	5/4	Submitted						ACAHW - ACA Worked Non	5.00	
🗨	Thu	5/5	New								
🗨	Fri	5/6	New								
🗨	Sat	5/7	Submitted						ACAHW - ACA Worked Non	7.00	
🗨	Sun	5/8	Submitted						ACAHW - ACA Worked Non	2.00	
🗨	Mon	5/9	New								

Do NOT enter in/out times if entering total hours (quantity) worked

Option 2: Entering in/out Times by Date (Punch Timesheet)

Standard Time Entry:

- Need Colons
- Need AM/PM or A/P indicator

24 Hour Clock Entry:

- Military Time

CORRECT: Example of correct punch:


7:45:00AM 4:30:00PM











WRONG: Example of missed punch:

7:45:00AM 4:30:00PM

Standard Time Entry Examples	24 Hour Clock Entry Examples
7:15A	0715
3:00P	1500
4:45PM	1645
11:45AM	1145

You must choose a Time Reporting Code of ACAHW – ACA Worked Non-Paid Hours for each date you input hours on the timesheet

Timesheet 

	Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	So
	Sun	5/1	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
	Mon	5/2	Submitted	3:00:00PM	<input type="text"/>	<input type="text"/>	8:00:00PM	5.00	ACAHW - ACA Worked Nor	<input type="text"/>	
	Tue	5/3	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
	Wed	5/4	Submitted	9:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	5.00	ACAHW - ACA Worked Nor	<input type="text"/>	
	Thu	5/5	Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>	2:00:00AM		<input type="text"/>	<input type="text"/>	
	Fri	5/6	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
	Sat	5/7	Submitted	6:00:00PM	<input type="text"/>	<input type="text"/>	<input type="text"/>	7.00	ACAHW - ACA Worked Nor	<input type="text"/>	
	Sun	5/8	Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>	1:00:00AM		<input type="text"/>	<input type="text"/>	
			Submitted	8:00:00AM	<input type="text"/>	<input type="text"/>	10:00:00AM	2.00	ACAHW - ACA Worked Nor	<input type="text"/>	
	Mon	5/9	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	

Time Entry Due Dates:

- Employees must enter and submit all time entries by 12 midnight on the Monday after the pay period ends. Employees are locked out of that pay period's timesheet at midnight.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
First day of pay period	EE: Enter time and submit each day	Week 1 of Pay Period			EE: Enter time and submit for the whole week if not already completed.	
	EE: Enter time and submit each day	Week 2 of Pay Period			EE: Enter time and submit for the whole week if not already completed.	END of Pay Period

Human Resources Assistance

Employees are welcome to stop in the Human Resources and Workforce Diversity office (Dempsey 328), call, or email for assistance *anytime*. Someone will assist you as quickly as possible.

Phone Support:

920/424-1166, Main Desk Area