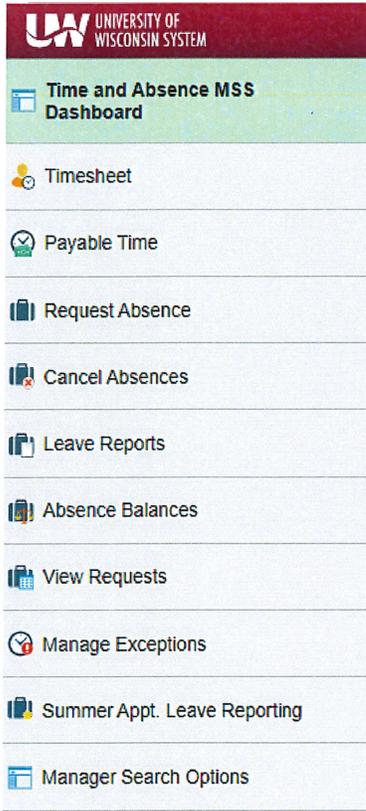# MY UW SYSTEM: TIMESHEET APPROVAL AND EXCEPTIONS
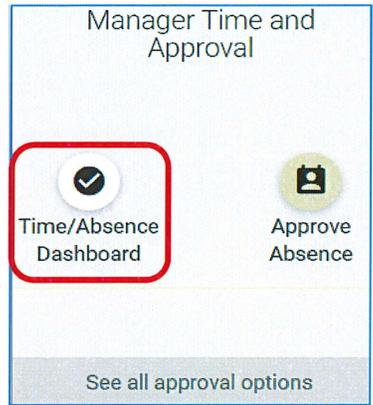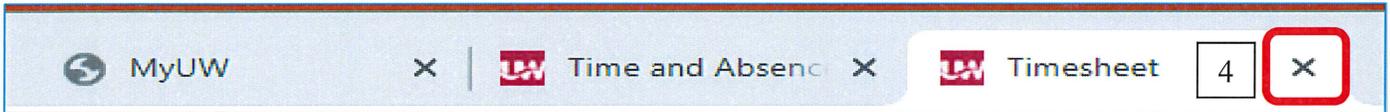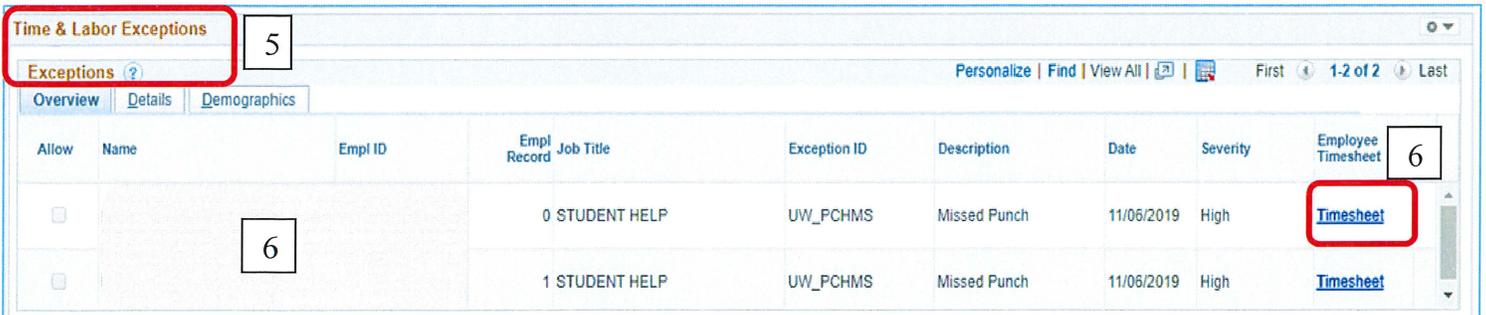
We recommend using Chrome or Firefox as your browser. Log into the MyUW portal using this link: http://my.wisconsin.edu/. Select Whitewater from drop-down box. You should see a tile that looks similar to the one here. Select Time/Absence Dashboard.

Manager Time and Approval

Time/Absence Dashboard   Approve Absence

See all approval options

Time and Absence MSS Dashboard

- Timesheet
- Payable Time
- Request Absence
- Cancel Absences
- Leave Reports
- Absence Balances
- View Requests
- Manage Exceptions
- Summer Appt. Leave Reporting
- Manager Search Options

On the left hand side, you will see the Time and Absence Dashboard Menu (1). The Payable Time Approvals section (2) will only show employees with hours on their timesheet that have processed through Time Admin. You may not see your entire staff listed. To access a timesheet, click on the employee's name (3). After viewing the timesheet, to get back to the Payable Time listing, close the timesheet by clicking the "X" on the Timesheet tab (4).

Payable Time Approvals

TRC Category: All Categories

Payable Time — Personalize | Find | View All | First 1-5 of 5 Last

Name[First,Last]	Employee ID	Empl Record	Job Title	Working Title	TRC Category	Quantity Type
		0	SH-HRD-HRASST LEAD	SH-HRD-HRASST LEAD	Regular	18.00 Hours
		1	BENEFITS ASSISTANT	BENEFITS ASSISTANT	Regular	65.00 Hours
		0	SH - HR ASST	SH - HR ASST	Regular	25.25 Hours
		1	HR STUDENT ASSISTANT	HR STUDENT ASSISTANT	Regular	22.50 Hours
		0	SH-HRD-ELMORE-DEVELOPMENT COOR	SH-HRD-ELMORE-DEVELOPMENT COOR	Regular	18.25 Hours

Select All   Deselect All
Approve   Deny   View Details

MyUW   X | **Time and Absenc**   X   **Timesheet**   4   X

To correct exceptions in the Time & Labor Exceptions section (5), click on the timesheet of your employee (6). For a missed punch, make the correction on the timesheet, click Submit. If the exception is for over 12 hours, and is correct, allow the exception. Close each "Timesheet" tab (4) when you are finished making the corrections. Make sure the update completed before closing the tab. The changes will go through the Time Admin update, which runs at 9:00, 11:00, 1:00, 3:00, and overnight. You will be able to approve the hours after the update is completed, which takes about an hour.

Time & Labor Exceptions

Exceptions (?) — Personalize | Find | View All | First 1-2 of 2 Last

Overview | Details | Demographics

Allow	Name	Empl ID	Empl Record	Job Title	Exception ID	Description	Date	Severity	Employee Timesheet
☐			0	STUDENT HELP	UW_PCHMS	Missed Punch	11/06/2019	High	Timesheet
☐			1	STUDENT HELP	UW_PCHMS	Missed Punch	11/06/2019	High	Timesheet

To find a timesheet from a previous pay period, change the dates.

Start Date 10/27/2019   **End Date** 11/09/2019

For assistance, contact payrollsupport@uww.edu