Students: Reporting Time Instructions- Timesheet
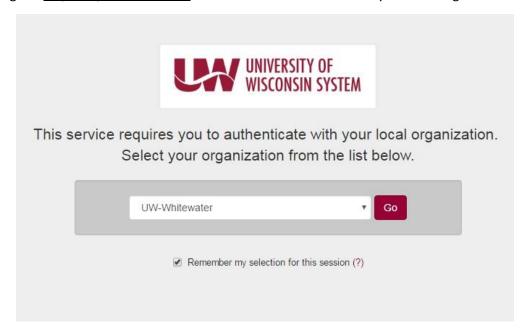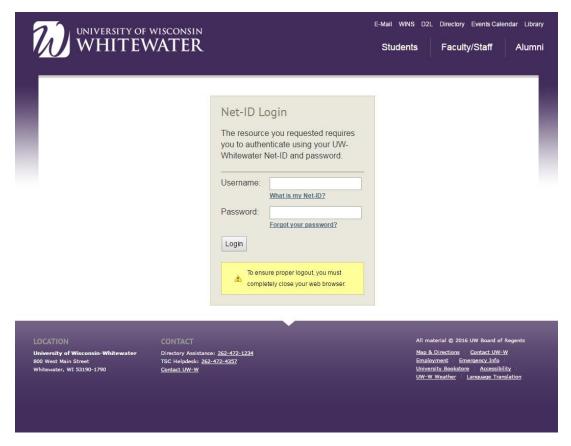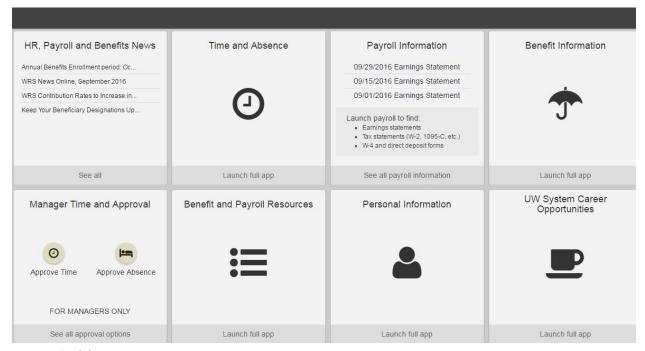
1. Please go to http://my.wisconsin.edu and select "W-Whitewater" as your local organization.

2. Log in with your Net ID/Password

3. Click on the clock icon located in the "Time and Absence" box from your UW Portal screen.

4. Select the "Timesheet" button

5. Select the working title for the job that you need to report time for

6. Enter your time in the timesheet boxes. Note that the labels AM or PM are needed. Also, the two middle boxes, out/in, is used only when you take a lunch break. If you come in at 8am and leave at noon then be sure to enter 8am in the first "in" box and 12pm in the last "out" box.

Job Title: STUDENT HELP   Employee Record Number: 1

ⓘ Click for Instructions

View By: Time Period ▾   Date: 10/16/2016 ▦ 🔄 Refresh   << Previous Time Period   Next Time Period >>
Populate Time From: Schedule Information
Reported Hours: 4.00 Hours   Scheduled Hours: 0.00 Hours

Reported time on or after 10/30/2016 is for a future period.

From 10/16/2016 to 10/30/2016

Timesheet ▦▶

	Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quan
◯	Sun	10/16	New						▾	
◯	Mon	10/17	New						▾	
◯	Tue	10/18	Submitted	8:00:00AM			12:00:00PM	4.00	▾	
◯	Wed	10/19	New						▾	
◯	Thu	10/20	New						▾	
◯	Fri	10/21	New						▾	
◯	Sat	10/22	New						▾	
◯	Sun	10/23	New						▾	
◯	Mon	10/24	New						▾	
◯	Tue	10/25	New						▾	
◯	Wed	10/26	New						▾	
◯	Thu	10/27	New						▾	
◯	Fri	10/28	New						▾	
◯	Sat	10/29	New						▾	
◯	Sun	10/30	New						▾	

Clear

ⓘ Summary of Hours
ⓘ Absence Event - click to view

ⓘ Reported Hours Summary - click to view

ⓘ Balances - click to view

Submit

7.   Select "Submit" at the bottom of the page to save everything