Students: Reporting Time Instructions- Timesheet

1. Please go to <u>http://my.wisconsin.edu</u> and select "W-Whitewater" as your local organization.



2. Log in with your Net ID/Password

WHITEW	VISCONSIN VATER	E-Mail WINS D2L Directory Events Calendar Library Students Faculty/Staff Alumni
	Net-ID Login The resource you requested requires you to authenticate using your UW- Whitewater Net-ID and password. Username: What is mv Net-ID? Password: Forgot your password? Login To ensure proper logout, you must completely close your web browser.	5
LOCATION University of Wisconsin-Whitewater 800 West Main Street Whitewater, WI 53190-1790	CONTACT Directory Assistance: <u>262-472-1234</u> TSC HelpAssis: <u>262-472-4357</u> <u>Contact UW-W</u>	All material © 2016 UW Board of Regents <u>Map & Directions</u> <u>Contact UW-W</u> Employment Emergency Info <u>University Bookstore</u> <u>Accessibility</u> <u>UW-W Weather</u> <u>Language Translation</u>

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

HR, Payroll and Benefits News	Time and Absence	Payroll Information	Benefit Information
Annual Benefits Enrollment period: Oc		09/29/2016 Earnings Statement	
WRS News Online, September 2016		09/15/2016 Earnings Statement	
WRS Contribution Rates to Increase in	\square	09/01/2016 Earnings Statement	
Keep Your Beneficiary Designations Up	e	Launch payroll to find: • Earnings statements • Tax statements (W-2, 1095-C, etc.) • W-4 and direct deposit forms	Ĵ.
See all	Launch full app	See all payroll information	Launch full app
Manager Time and Approval	Benefit and Payroll Resources	Personal Information	UW System Career Opportunities
Approve Time Approve Absence	≔	2	
See all approval options	Launch full app	Launch full ann	Launch full ann
and an approval options	Contrast ton opp	Edditori tan alek	Country on app

Revised 11/4/2016

4. Select the "Timesheet" button

⊙ MyUW	Search MyUW	٩
O Time and Abse	nce	
		"Sabbatical" is now labeled as "Banked Leave." Balances are unaffected by this name change.
Timesheet		
Leave Balances Ti	ne Entry Leave Reports	
Leave balances are also	available on your current Earnings Statement.	
Entitlement		▲ Balance
Unclassified Leave Report	Unclassified Summer Session/Service Leave Report	

- 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

Emr	olo	vee	Record	Number:	1
- mp	10	,	Record	Number.	

Click for Instructions

View By: Time	Period V Date:	10/16/2016 🛐 💋 R	efresh)	<< 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.

Timeshee Day O Sun	et 💷				1	,			
Day O Sun	Date								
Day	Date								
💭 Sun		Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quan
	10/16	New						•	
📿 Mon	10/17	New						•	
📿 Tue	10/18	Submitted	8:00:00AM			12:00:00PM	4.00	•	
\bigcirc 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						T	
📿 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