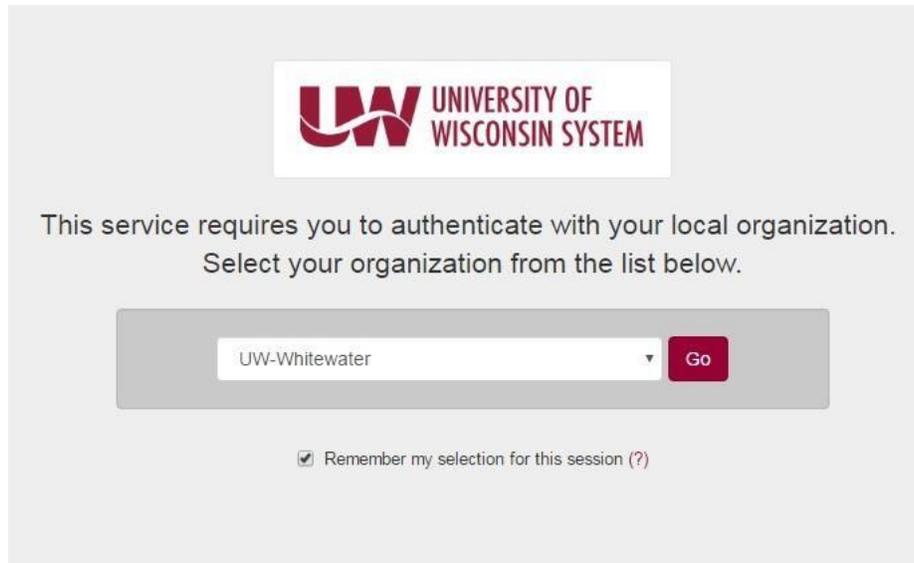


Students: Reporting Time Instructions - Timesheet

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



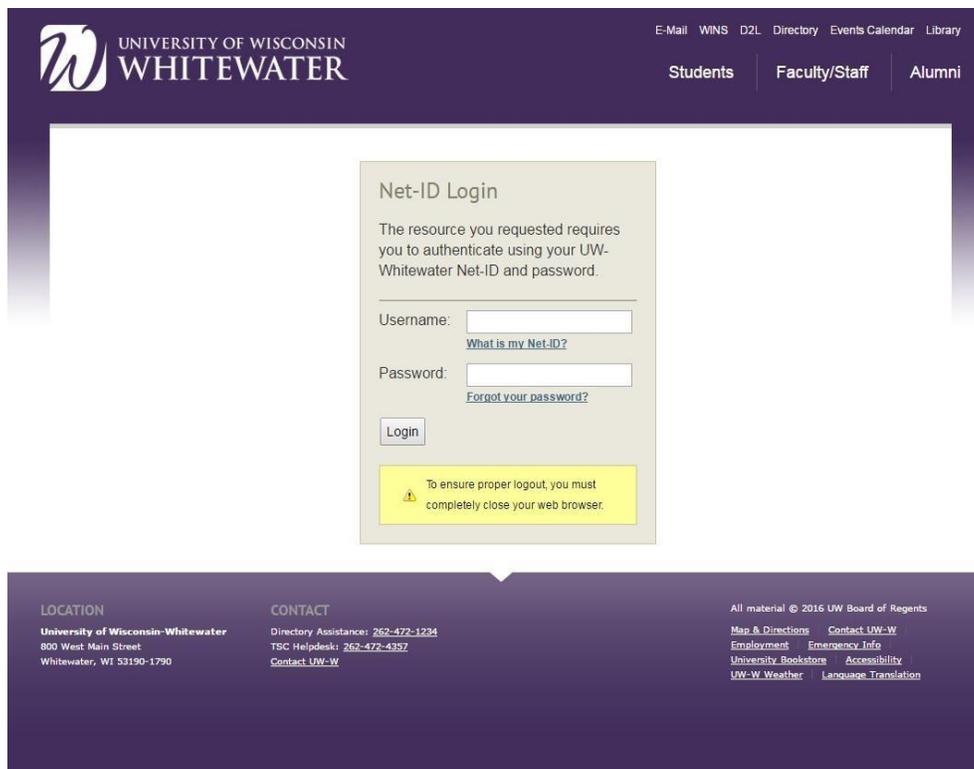
UW UNIVERSITY OF WISCONSIN SYSTEM

This service requires you to authenticate with your local organization.
Select your organization from the list below.

UW-Whitewater

Remember my selection for this session (?)

2. Log in with your Net ID/Password.



UNIVERSITY OF WISCONSIN WHITEWATER

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 my Net-ID?](#)

Password:

[Forgot your password?](#)

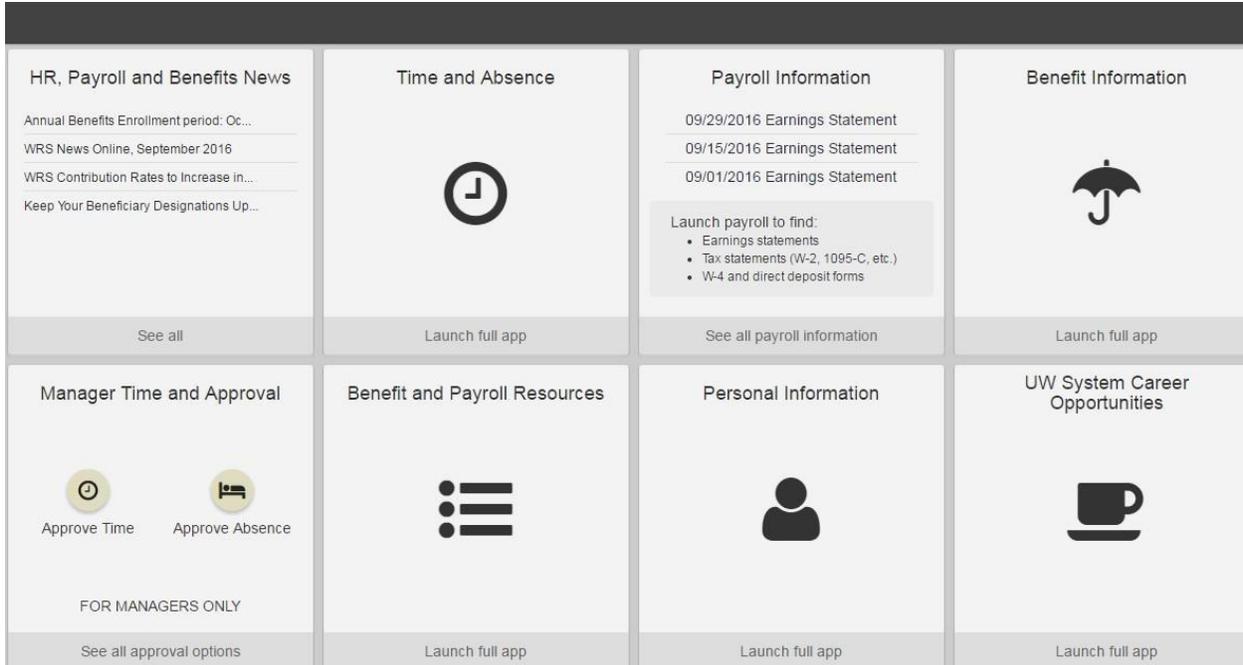
To ensure proper logout, you must completely close your web browser.

LOCATION
University of Wisconsin-Whitewater
800 West Main Street
Whitewater, WI 53190-1790

CONTACT
Directory Assistance: 262-472-1224
TSC Helpdesk: 262-472-4357
Contact UW-W

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UW-W Weather Language Translation

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



4. Select the “Timesheet” button.

12/24/17 to 12/31/17 University Staff Leave Balance

Timesheet Students should not work more than 25 hrs/week (40 hrs/week during breaks/summer term) to comply with policy.

Leave Balances Time Entry Leave Reports

Leave balances are also available on your current Earnings Statement.

Entitlement

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, break out/in, are only used when you take a lunch break. If you come in at 8am and leave at noon, then be sure to enter 8:00:00AM in the first “Shift In” box and 12:00:00PM in the last “out” box.

STUDENT HELP Empl Record 1 Earliest Change Date 12/23/2018

Select Another Timesheet

*View By: Calendar Period Previous Period Next Period

*Date: 01/06/2019 [B] [R] Previous Job Next Job

Scheduled Hours 0.00 Reported Hours 0.00

Reported time on or after 01/06/2019 is for a future period.

From 01/06/2019 to 01/19/2019 [?] Show all columns by default

Timesheet	Additional Elements	Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Sched Hrs	Comp Time
<input type="checkbox"/>	<input type="checkbox"/>	Sun 1/6									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Mon 1/7									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Tue 1/8									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Wed 1/9									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Thu 1/10									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Fri 1/11									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Sat 1/12									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Sun 1/13									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Mon 1/14									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Tue 1/15									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Wed 1/16									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Thu 1/17									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Fri 1/18									0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	Sat 1/19									0.00	<input type="checkbox"/>

Delete Selected Rows
Submit
Copy from Previous Period

The “previous job” and “next job” buttons will appear if a student has more than one on-campus job that they use timesheet for. These allow students to easily switch between timesheets.

The “Delete Selected Rows” button can be used to clear time for a day. Select the check box next to the date/days you would like to clear time from and then select “Delete Selected Rows.”

The “Copy from Previous Period” allows students to copy last pay period’s time to this week. Please exercise caution when using this feature to ensure that the time entered is accurate.

Select Another Timesheet

*View By Previous Day Next Day

*Date

Scheduled Hours 0.00 Reported Hours 0.00

Reported time on or after 01/06/2019 is for a future period.

From 01/06/2019 to 01/06/2019 ?

Timesheet Additional Elements Show all columns by default

Select for Delete	Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity	Sched Hrs	Comp Time
<input type="checkbox"/>	Sun	1/6								0.00	<input type="checkbox"/>

Sometimes the timesheet will be **grayed out** and you will not be able to enter time. This happens if your job start date was in the middle of a pay period. If this happens, please switch the “View By” option in the drop down menu to “Day.” Please enter the start date in the “Date” field and click on the “refresh” button. Then enter the time for that individual day. You will have to repeat this step for each day in the current pay period only.

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