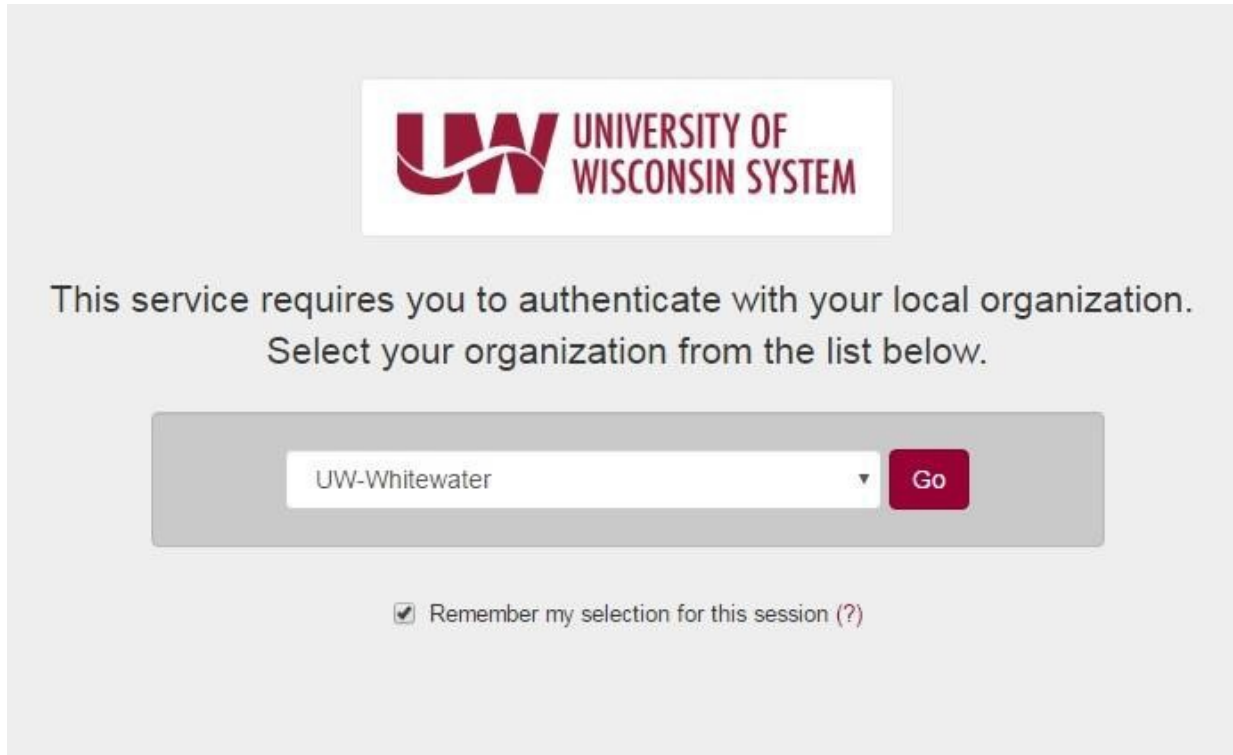


Students: Reporting Time Instructions- Timesheet

Note: ACA hours do not need to be approved. ACA hours are only for record keeping/audit purposes.

1. Please go to <http://my.wisconsin.edu> and select "W-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 (?)

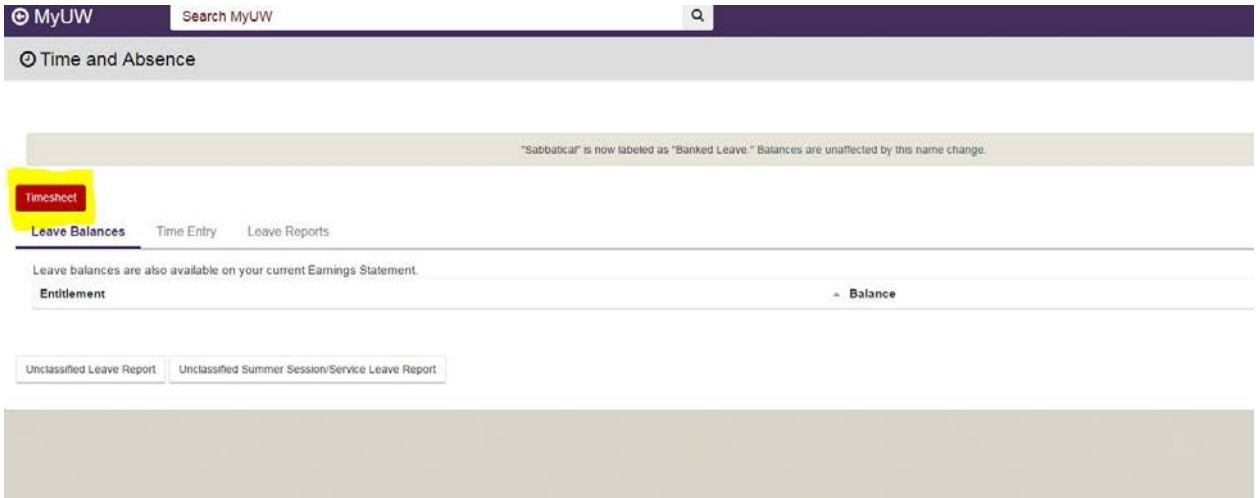
2. Log in with your netid and password.

The screenshot shows the University of Wisconsin-Whitewater website's Net-ID login interface. At the top left is the university logo and name. The top right contains navigation links: E-Mail, WINS, D2L, Directory, Events Calendar, Library, Students, Faculty/Staff, and Alumni. The main content area features a 'Net-ID Login' box with a message: 'The resource you requested requires you to authenticate using your UW-Whitewater Net-ID and password.' Below this are input fields for 'Username:' and 'Password:', each with a 'What is my Net-ID?' and 'Forgot your password?' link respectively. A 'Login' button is positioned below the password field. A yellow warning box at the bottom of the login area states: 'To ensure proper logout, you must completely close your web browser.' The footer contains 'LOCATION' (University of Wisconsin-Whitewater, 800 West Main Street, Whitewater, WI 53190-1790), 'CONTACT' (Directory Assistance: 262-472-1234, TSC Helpdesk: 262-472-4357, Contact UW-W), and copyright information (All material © 2016 UW Board of Regents) along with various utility links like Map & Directions, Contact UW-W, Employment, Emergency Info, University Bookstore, Accessibility, UW-W Weather, and Language Translation.

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

<p>HR, Payroll and Benefits News</p> <p>Annual Benefits Enrollment period: Oc...</p> <p>WRS News Online, September 2016</p> <p>WRS Contribution Rates to Increase in...</p> <p>Keep Your Beneficiary Designations Up...</p>	<p>Time and Absence</p> 	<p>Payroll Information</p> <p>09/29/2016 Earnings Statement</p> <p>09/15/2016 Earnings Statement</p> <p>09/01/2016 Earnings Statement</p> <p>Launch payroll to find:</p> <ul style="list-style-type: none">• Earnings statements• Tax statements (W-2, 1095-C, etc.)• W-4 and direct deposit forms	<p>Benefit Information</p> 
<p>See all</p>	<p>Launch full app</p>	<p>See all payroll information</p>	<p>Launch full app</p>
<p>Manager Time and Approval</p>   <p>Approve Time Approve Absence</p> <p>FOR MANAGERS ONLY</p>	<p>Benefit and Payroll Resources</p> 	<p>Personal Information</p> 	<p>UW System Career Opportunities</p> 
<p>See all approval options</p>	<p>Launch full app</p>	<p>Launch full app</p>	<p>Launch full app</p>

3. Select the "Timesheet" button



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

Select Another Timesheet

*View By Previous Period Next Period

*Date

Scheduled Hours 0.00 Reported Hours 0.00

Reported time on or after 09/17/2017 is for a future period.

From 09/17/2017 to 09/30/2017

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	*Taskgroup
	Sun	9/17	New								0.00	UW_DEFAULT
	Mon	9/18	New							8	0.00	UW_DEFAULT
	Tue	9/19	New								0.00	UW_DEFAULT
	Wed	9/20	New								0.00	UW_DEFAULT
	Thu	9/21	New								0.00	UW_DEFAULT
	Fri	9/22	New								0.00	UW_DEFAULT
	Sat	9/23	New								0.00	UW_DEFAULT
	Sun	9/24	New								0.00	UW_DEFAULT
	Mon	9/25	New								0.00	UW_DEFAULT
	Tue	9/26	New								0.00	UW_DEFAULT
	Wed	9/27	New								0.00	UW_DEFAULT
	Thu	9/28	New								0.00	UW_DEFAULT
	Fri	9/29	New								0.00	UW_DEFAULT
	Sat	9/30	New								0.00	UW_DEFAULT

- 01 REG00 - Regular Hours
- 03 SD225 - Standby (2.25 per hour)
- 05 CTUSE - Comp Time Taken
- 07 ACAHW - ACA Worked Non-Paid Hours
- 09 HOLWK - Holiday Worked
- 15 ALTWK - Alternate Work Week-Reg Hours
- 19 CB200 - Call Back 2 Hour Minimum
- 24 CTFML - Comp Time for FMLA
- 25 CTPAY - Comp Time Payout
- 34 INCLP - Inclement Weather with pay
- 61 TRMCT - Term Pay-Comp Time
- 62 TRMLH - Term Pay-Legal Holiday TL

5. Please enter the number of hours that you've worked in the "quantity" box. If you work 8 hours, then enter 8 hours. Once all hours have been recorded, please click the "Submit" button on the bottom of the page to save everything