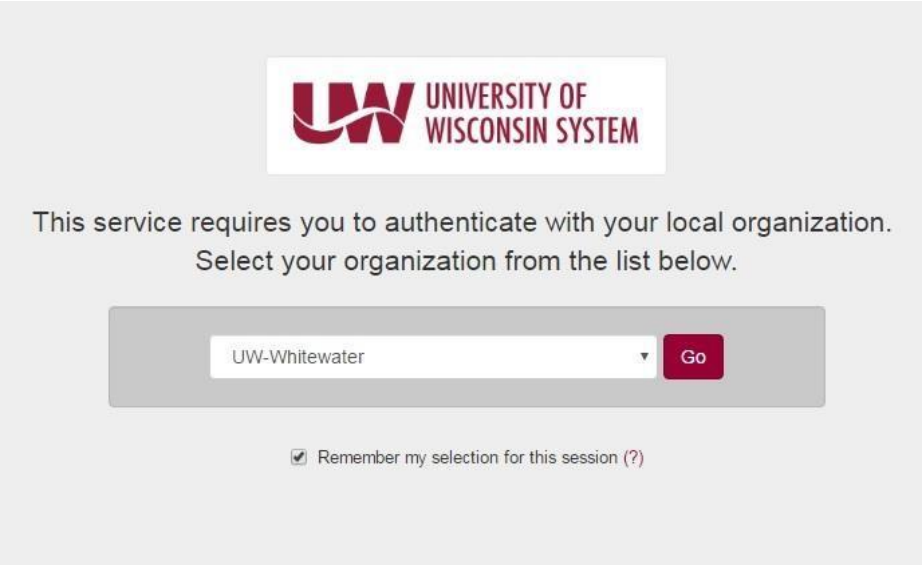
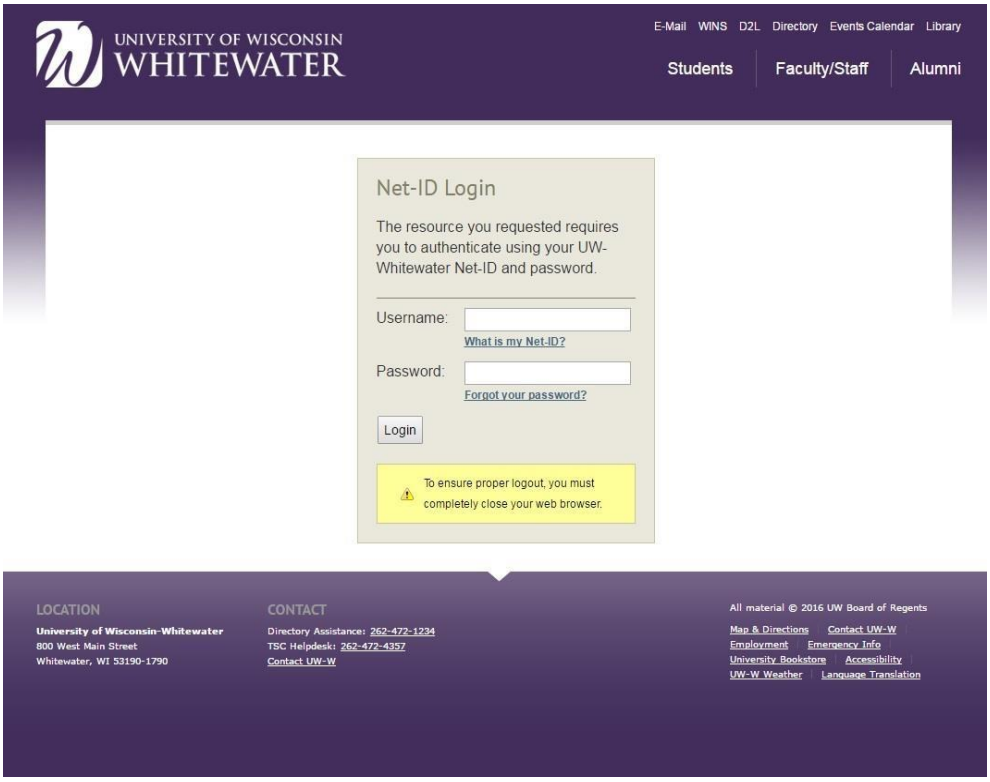
Students: Reporting Time Instructions - Timesheet

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



2. Log in with your Net ID/Password.



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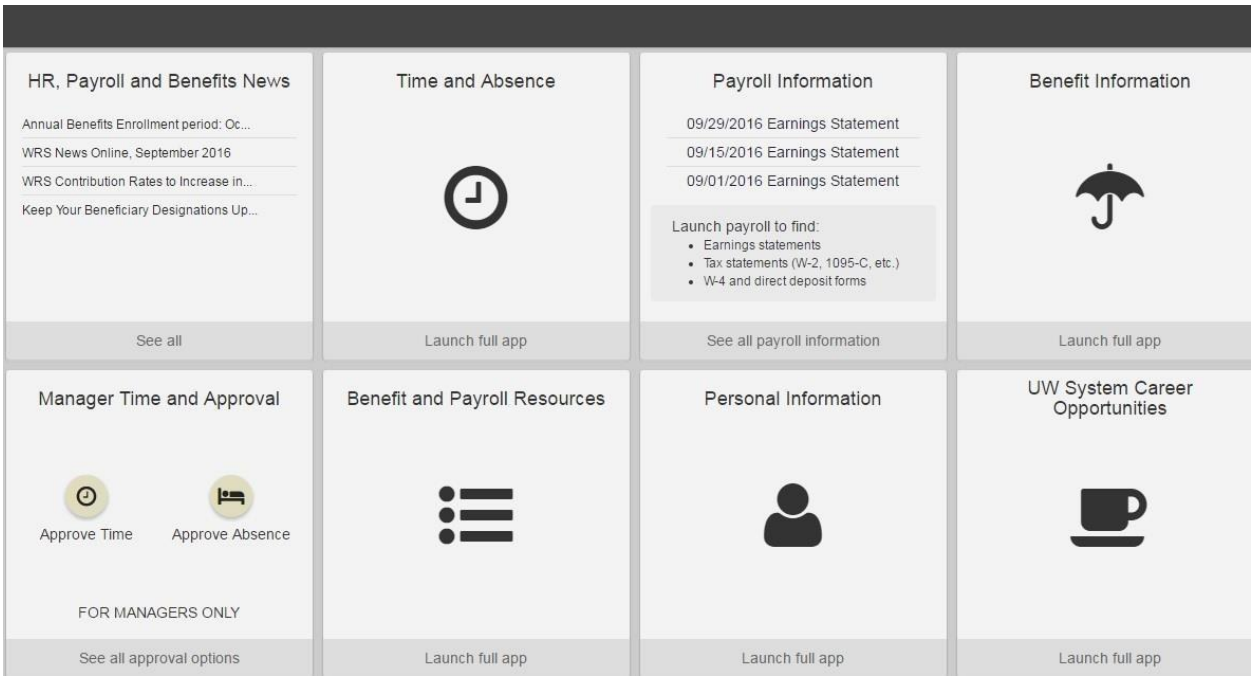
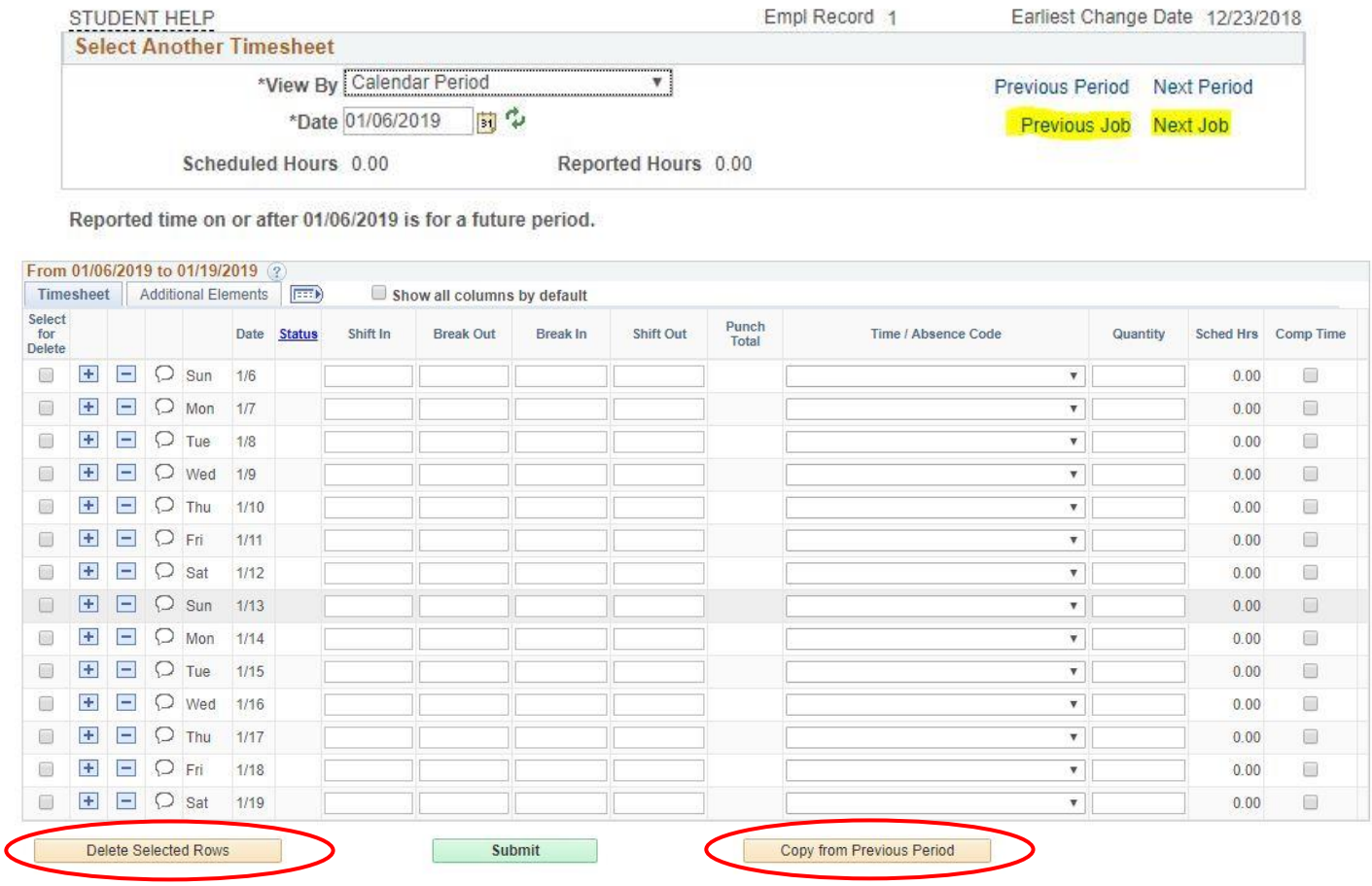
3. Click on the clock icon located in the “Time and Absence” box from your UW Portal screen.



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, 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.



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.

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