We recommend using Chrome or Firefox as your browser. Log into the MyUW portal using this link: [http://my.wisc.edu/](http://my.wisc.edu/). Select Whitewater from drop-down box. You should see a tile that looks similar to the one here. Select Time/Absence Dashboard.

On the left hand side, you will see the Time and Absence Dashboard Menu (1). The Payable Time Approvals section (2) will only show employees with hours on their timesheet that have processed through Time Admin. You may not see your entire staff listed. To access a timesheet, click on the employee’s name (3). After viewing the timesheet, to get back to the Payable Time listing, close the timesheet by clicking the "X" on the Timesheet tab (4).

To correct exceptions in the Time & Labor Exceptions section (5), click on the timesheet of your employee (6). For a missed punch, make the correction on the timesheet, click Submit. If the exception is for over 12 hours, and is correct, allow the exception. Close each “Timesheet” tab (4) when you are finished making the corrections. Make sure the update completed before closing the tab. The changes will go through the Time Admin update, which runs at 9:00, 11:00, 1:00, 3:00, and overnight. You will be able to approve the hours after the update is completed, which takes about an hour.

To find a timesheet from a previous pay period, change the dates.

Start Date 10/27/2019 End Date 11/09/2019

For assistance, contact payrollsupport@uw.edu

11/13/2019