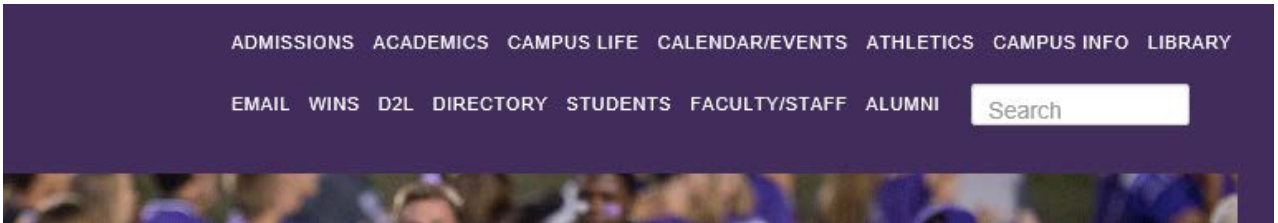


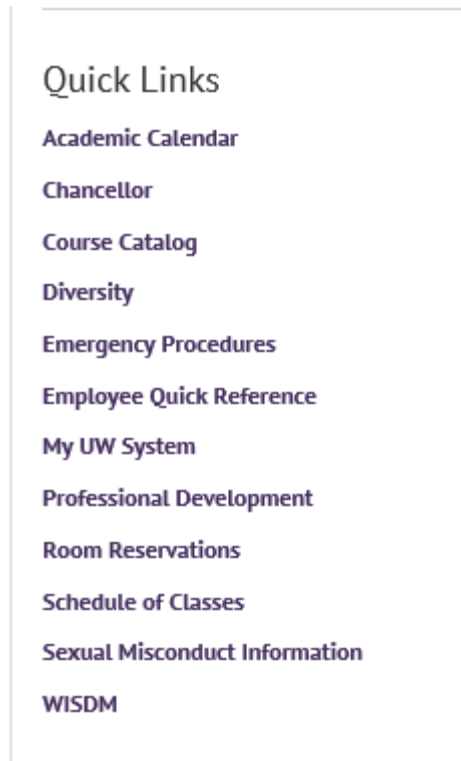
## Students: Reporting Time Instructions- Timesheet

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


1. Go to the UW-Whitewater homepage, <http://www.uww.edu>.
2. Click on the “Faculty/Staff” link, located on the top corner of the home page.



3. Click on the “My UW System” quick link to take you to the UW-Whitewater Portal.



4. Please select "W-Whitewater" as your local organization and click "go" to go to the next window.



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

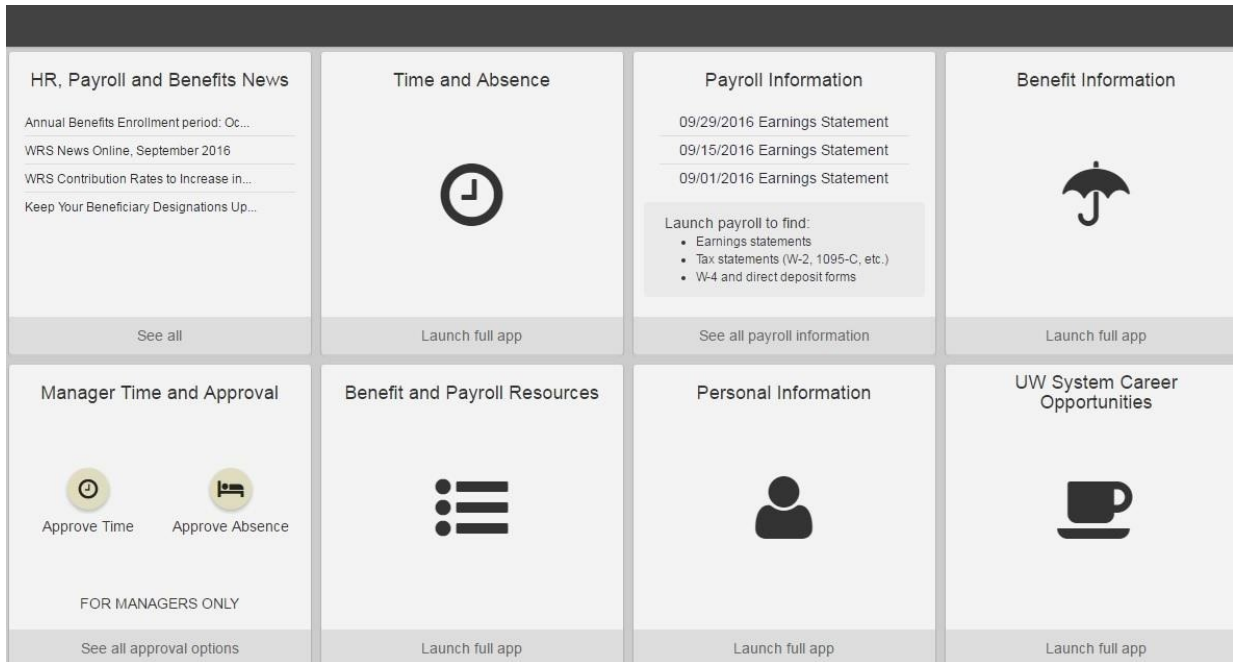
UW-Whitewater

Remember my selection for this session (?)

5. Log in with your netid and password.

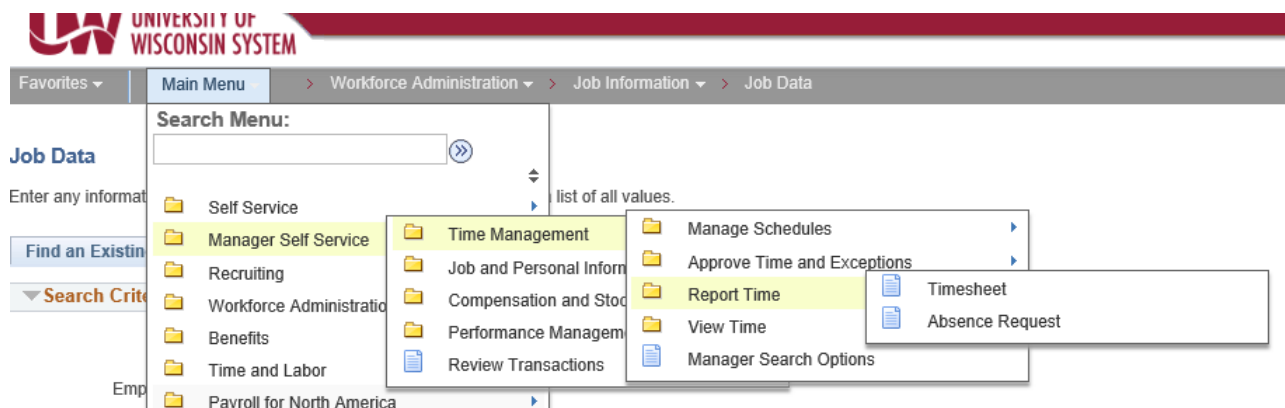
The screenshot shows the University of Wisconsin-Whitewater website's Net-ID login interface. At the top left is the university logo and name. The top right contains navigation links: E-Mail, WINS, D2L, Directory, Events Calendar, Library, Students, Faculty/Staff, and Alumni. The main content area features 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 three columns: 'LOCATION' with the university's address (800 West Main Street, Whitewater, WI 53190-1790), 'CONTACT' with phone numbers for Directory Assistance (262-472-1234), TSC Helpdesk (262-472-4357), and Contact UW-W; and a copyright notice (© 2016 UW Board of Regents) with links for Map & Directions, Contact UW-W, Employment, Emergency Info, University Bookstore, Accessibility, UW-W Weather, and Language Translation.

- Click on the “Approve Time” icon located in the “Manager Time and Approval” box from your UW Portal screen.



- You may need to log in again with your netid and password (like step #4 above). You will be directed to the HR System to enter students’ hours on their timesheet.
- Once you’re in the HR System, please mouse over to your “Main Menu” tab, located on the top left corner of your screen, next to your “Favorite” tab. Please follow this pathway to get to the students’ timesheet:

Main menu → Manager Self Service → Time Management → Report Time → Timesheet



9. On the “Timesheet Summary Screen,” please enter these three letters, “STH,” in the “Workgroup” field and click on “Get Employees” to get a list of all the RAs (assigned to you). This list will show up on the bottom of the screen.

Report Time

## Timesheet Summary

Employee Selection	
Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input type="text"/>
	<input type="text"/>
Employee ID	<input type="text"/>
Empl Record	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Department	<input type="text"/>
Company	<input type="text"/>
North American Pay Group	<input type="text"/>
Workgroup	STH <input type="text"/>

Get Employees

Clear Criteria

Save Criteria

- Select specific student's name to take you to his/her timesheet to enter his/her ACA hours in the quantity box.
- Once you're in the individual student's timesheet, please enter the number of hours that the student has worked in the "quantity" box. If student works 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.

**Select Another Timesheet**

\*View By Calendar Period Previous Period Next Period

\*Date 09/17/2017 ↻ 🔄

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	Ta
	Sun	9/17	New								0.00	UW_DEFAULT	Q
	Mon	9/18	New							8	0.00	UW_DEFAULT	Q
	Tue	9/19	New								0.00	UW_DEFAULT	Q
	Wed	9/20	New								0.00	UW_DEFAULT	Q
	Thu	9/21	New								0.00	UW_DEFAULT	Q
	Fri	9/22	New								0.00	UW_DEFAULT	Q
	Sat	9/23	New								0.00	UW_DEFAULT	Q
	Sun	9/24	New								0.00	UW_DEFAULT	Q
	Mon	9/25	New								0.00	UW_DEFAULT	Q
	Tue	9/26	New								0.00	UW_DEFAULT	Q
	Wed	9/27	New								0.00	UW_DEFAULT	Q
	Thu	9/28	New								0.00	UW_DEFAULT	Q
	Fri	9/29	New								0.00	UW_DEFAULT	Q
	Sat	9/30	New								0.00	UW_DEFAULT	Q

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 CTFPAY - Comp Time Payout

34 INCLP - Inclement Weather with pay

61 TRMCT - Term Pay-Comp Time

62 TRMLH - Term Pay-Legal Holiday TL

Submit      Clear