Student Timesheet Quick Guide

Time Entry Due Dates:

- Students are <u>strongly encouraged</u> to enter and submit time daily, but should minimally enter and submit weekly, on the last day worked each week.

- Students must enter and submit all time entries by the end of the pay period, which falls on Saturday every other week. (See Payroll Calendar on the Student Employment webpage for pay period dates.) Students will be locked out of their timesheet on the Monday following the end of the pay period.

Logging In:

- To enter hours on your timesheet, go to your portal at http://my.wisconsin.edu

- Choose "University of Wisconsin – Colleges" and click on the Select box.

- Your user name and password are the same as your PRISM log in information.

- Scroll to find the Time and Absence module and click on Timesheet as shown below.

- You will need to log in again to access the Human Resources System (HRS).

- If you have more than one job on campus, make sure you are selecting the correct job.

Time Entry:

- Time can be entered in standard hours denoting AM and PM or in 24-hour military time, as shown below.

Standard Time Entry Examples	24 Hour Clock Entry Examples
7:15A	0715
3:00P	1500
4:45PM	1645
11:45AM	1145

- Arrival time should be entered in the left-most "IN" box. Departure for the day should be recorded in the **right-most "OUT" box**. This will leave the two middle boxes empty, which is common with student employment.

- The only time you use all four columns is if you are working more than one shift in the same day or take a lunch during work.

Date	Status	In	Out	In	Out	Punch Total	T
7/28	New						
7/29	Submitted	10:00:00AM			2:00:00PM	4.00	
7/30	Submitted	9:00:00AM	11:00:00AM	2:00:00PM	4:00:00PM	4.00	
7/31	Submitted	10:00:00AM			12:00:00PM	2.00	
8/1	Submitted	10:00:00AM			12:00:00PM	2.00	
8/2	New						

- After completing time entry, be sure to click the yellow "SUBMIT" button in the lower left hand corner of the screen. You will know time is submitted if the refreshed screen shows a "punch total."

- Your supervisor needs to log in and approve your timesheet before you can get paid.

Common Errors:

- If you use standard time when entering your hours, remember to enter AM or PM, as this is the most common mistake students make. This error will cause an "exception" on your timesheet, which looks like a little time bomb on your timesheet. The exception doesn't show up immediately, so check each time you log in. You will be notified by email from Human Resources if you have an exception (error) on your timesheet and you will be asked to make corrections. Please note that exceptions will cause a delay in payment if not corrected in a timely manner. Best practice is to check the timesheet screen for accuracy after clicking the yellow "Submit" button.

- The second most common mistake is "punching in" in the first box and "punching out" in the second box, and leaving the last two boxes empty. You MUST "punch out" when you leave for the day using the last (fourth) box. Not doing so will also cause an exception that requires correction.

Best Practices for Logging Out of Systems:

- Be sure to "sign out" in the upper right hand corner of HRS and close the browser via the red X. NOTE: If you do not see the sign out in HRS, click on *Self Service*.

- Be sure to "log out" in the upper right hand corner of the My UW System portal and close the browser via the red X.

- Not practicing these steps allows the next person logging in to pull up your personal information and timesheet.