

Steps to Reporting Time Job Aid



Time reporters must submit time via an electronic timesheet in MyU. Best practice is to report time daily. Employees should be familiar with the governing contracts and rules surrounding their employment classifications as this may impact eligibility for overtime, shift, etc. supervisors and unit time administrators can offer guidance with questions related to timesheet entry.

1. Navigate to: **MyU > My Time > Submit Timesheet.**
2. **View By** drop-down menu defaults to the current bi-weekly timesheet or “Calendar Period” for all timesheets. The view can be changed if desired.
 - Clicking <Previous Period> and/or <Next Period> allows the time reporter to report time for past pay periods or view future periods.
3. Enter daily reporting of time worked:
 - a. Punch timesheets:
 - Report daily time using *In* and *Out* punches for an employee (e.g., 8:10 am - 10:17 am).
 - b. Elapsed timesheets:
 - Report total time for a day using quarter hour increments (.25 = 15 minutes, .50 = 30 minutes, .75 = 45 minutes). *Note: Total time = normally scheduled hours + overtime/shift to report.*
4. In the *Time Reporting Code* field enter the appropriate time reporting code. Options available to time reporter depend on employee class. See the “Time Reporting Codes” job aid for more information.
5. The *Taskgroup* field defaults to “PSNONCATSK” which will use the default funding for the employee. Employees should NOT change this field unless directed to do so by their supervisor or unit time administrator.
6. Enter comments if desired.
7. Click <Submit>.
8. Click <OK> to certify the hours submitted.
9. Click <OK> to complete.
10. The status of the entry is reflected as “Needs Approval.”
11. Monitor the status of your timesheet for “Pushed Back” or “Denied.”
 - Editing entries may be required if the supervisor returns entries to the time reporter.



Time reporters will not be notified when actions have been taken on reported time. They should monitor the status of their entries for “Approved”. If time is not approved the employee will not be paid.