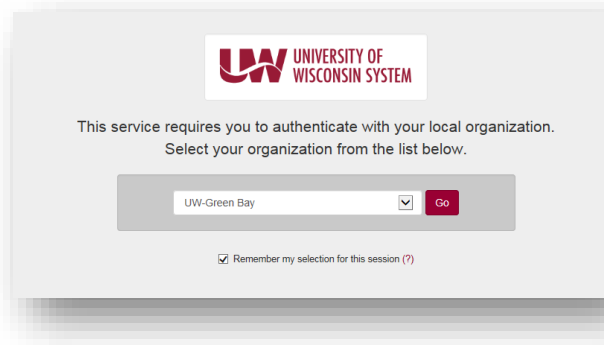


Log in to the portal

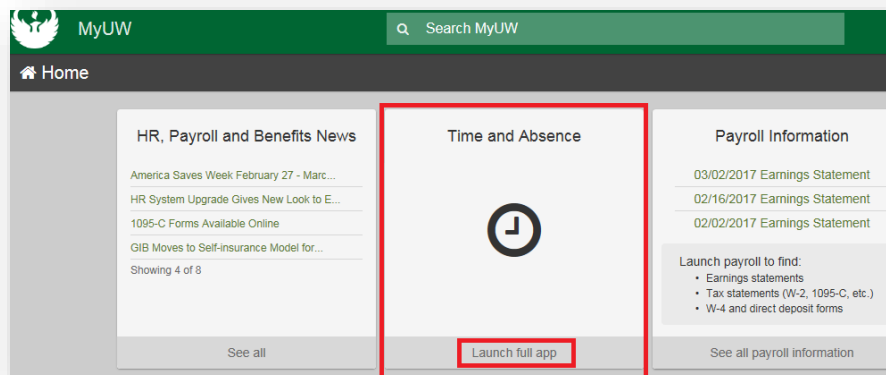
- My UW System portal: <https://my.wisconsin.edu/>
- A link is available from the [Human Resources Home Page](#) and the [Faculty and Staff Home Page](#).
- Select UW-Green Bay in the drop-down menu.



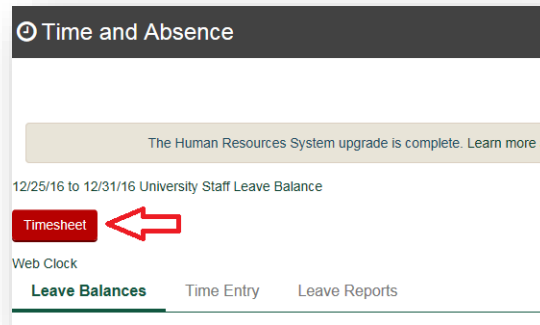
- On the next screen, enter your UW-Green Bay username and password and then click the Login button. Please use your UWGB student account and password (same account as SIS, D2L, Outlook).



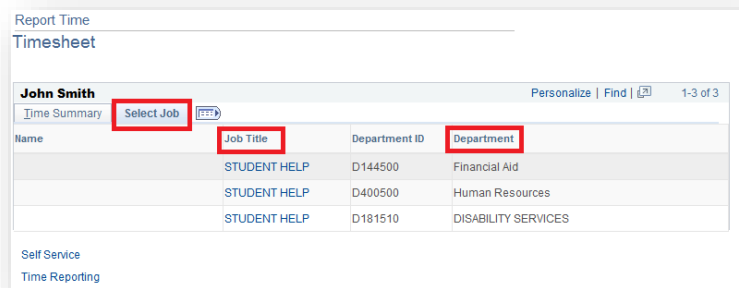
- You should now be on the My UW System Portal page for UW-Green Bay. Select the **Time and Absence** module by clicking **Launch full app**.



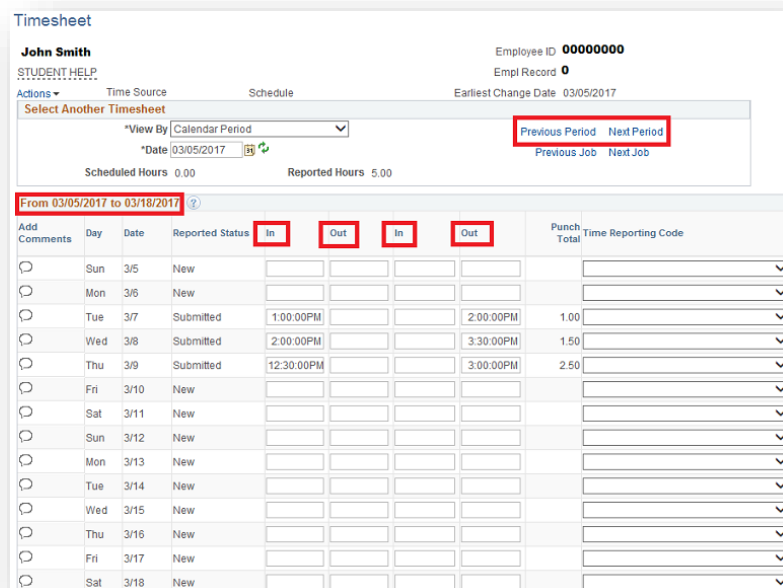
- To access your timesheet, click on the red **Timesheet** button.



- If you have more than one position, you will be taken to a screen that asks you to select which timesheet you would like to enter time on. Navigate to the **Select Job** tab for easier viewing.
- Note:** If your positions share the same job title, it might be helpful to look at the Department column to determine which position to select.



- You should now be on the Timesheet screen. Make sure the **correct date** is listed. If it is not, you may switch between pay periods by selecting **Previous Period** or **Next Period**.



- Hours, minutes and seconds may be entered in one of two ways: using the 24 hour clock or standard clock.
 - Using the 24 hour clock, enter 0745 and the time will display as 7:45:00AM after clicking Submit. An entry of 1630 will display as 4:30:00PM.
 - Using the standard clock, hours may be entered as 4p, 4pm, 4P, or 4PM. After clicking Submit, the time will display as 4:00:00PM
 - If minutes and seconds are included, hours/minutes/seconds must be separated by colons (ex. 12:45p will display as 12:45:00PM, 8:30:15a will display as 8:30:15AM)
- The four "IN" and "OUT" boxes should be used as follows:
 - FIRST IN: Enter the time you first report to your job.
 - FIRST OUT: Enter the time that you leave your job for lunch, class, or any other reason and plan on returning.
 - SECOND IN: Enter the time you return to your job.
 - SECOND OUT: Enter the time you leave your job for the day and will not return for another shift.

From 03/05/2017 to 03/18/2017 ?

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total
	Sun	3/5	New					
	Mon	3/6	New					
	Tue	3/7	Submitted	1:00:00PM			2:00:00PM	1.00
	Wed	3/8	Submitted	2:00:00PM			3:30:00PM	1.50
	Thu	3/9	Submitted	12:30:00PM			3:00:00PM	2.50
	Fri	3/10	Submitted	12:00:00PM			3:00:00PM	3.00
	Sat	3/11	New					
	Sun	3/12	New					
	Mon	3/13	New	9:00:00AM	11:00:00AM	11:30:00AM	2:00:00PM	
	Tue	3/14	New	8:00:00AM	10:00:00AM	10:30:00AM	12:30:00PM	
			New	2:30PM			4:30PM	

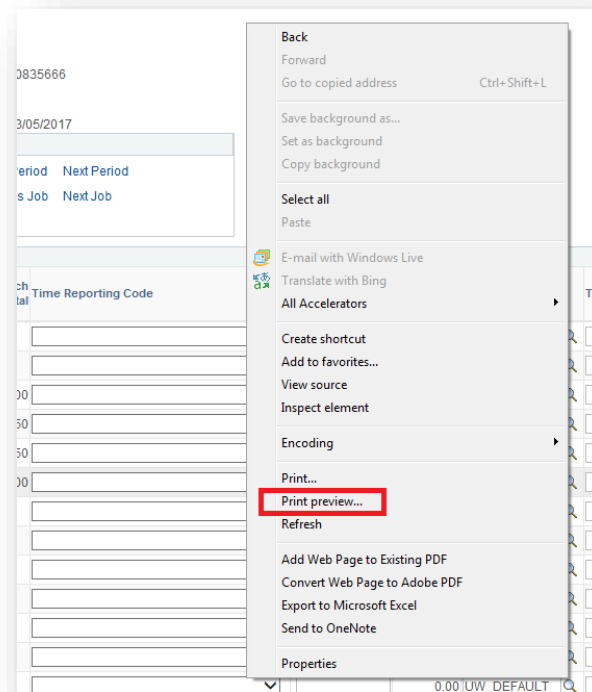
- It's common for student workers to work multiple shifts in one day, often breaking for classes or short breaks. When only one break occurs, no extra steps need to be taken aside from filling in all four IN/OUT boxes on the timesheet screen. However, sometimes students may work for a short time, leave for a class, return to work, leave again (usually for a lunch break or another class), return to work again, and then leave for the day.
- In the image above, the student took only one break on Monday (3/13) from 11:00AM until 11:30AM and then left for the day at 2:00PM.
- On Tuesday, the student came into work at 8:00AM, left at 10:00AM, returned at 10:30AM, left again at 12:30PM, returned at 2:30PM, and stayed at work until 4:30PM. As you can see, the student needed to **add another row** in order to fill in the last two punch times.
 - To do this, scroll over to the right on the Timesheet screen. Next to the **Date** column, you should see a column that contains **plus signs**. Select the plus sign next to the date that you need to add

another IN/OUT time to **add a row**. (In this case, a row was added under 3/14).

- There will now be four more IN/OUT boxes, like in the image above. Remember to fill in the First In and Second Out box to record a single shift.

3/11	+	-
3/12	+	-
3/13	+	-
3/14	+	-
3/14	+	-
3/15	+	-

- You **must click on the Submit button at the bottom of the page** when you are done entering your hours.
- The Punch Total column and total Reported Hours will be updated after clicking submit.
- After you have submitted your hours for the current pay period, you will need to **print** off a copy of your completed timesheet and **submit** it to your supervisor.
- Right-click on the Timesheet screen and select **Print Preview**.



- Make sure your **Name, Employee ID**, and all **IN/OUT** times are visible. (Note: You may have to adjust the settings by using the indicated drop down menu on the toolbar.) When it looks good, print the page by clicking on the Printer icon on the toolbar.

Print Preview

1 Page View | Shrink To Fit

John Smith
STUDENT HELP

Employee ID **0000000**
Empl Record 1

Actions Time Source Schedule Earliest Change Date 03/05/2017

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 03/05/2017 Previous Job Next Job

Schedulded Hours 0.00 Reported Hours 8.00

From 03/05/2017 to 03/18/2017

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity Sched Hrs	*Taskg
	Sun	3/5	New							0.00	UW_
	Mon	3/6	New							0.00	UW_
	Tue	3/7	Submitted	1:00:00PM			2:00:00PM	1.00		0.00	UW_
	Wed	3/8	Submitted	2:00:00PM			3:30:00PM	1.50		0.00	UW_
	Thu	3/9	Submitted	12:30:00PM			3:00:00PM	2.50		0.00	UW_
	Fri	3/10	Submitted	12:00:00PM			3:00:00PM	3.00		0.00	UW_
	Sat	3/11	New							0.00	UW_
	Sun	3/12	New							0.00	UW_
	Mon	3/13	New							0.00	UW_
	Tue	3/14	New							0.00	UW_
	Wed	3/15	New							0.00	UW_
	Thu	3/16	New							0.00	UW_
	Fri	3/17	New							0.00	UW_
	Sat	3/18	New							0.00	UW_

Submit Clear

Summary Leave / Compensatory Time Absence Exceptions Payable Time

Page 1 of 1

- Submit your printed timesheet to your Supervisor.
- Please note: Your supervisor is in charge of turning in your timesheet to UW-Green Bay's Payroll Department.
 - Timesheets can be faxed to Payroll at (920) 465-5104 or an electronic copy can be scanned and emailed to payrollandbenefits@uwgb.edu.
 - Timesheets must be turned in by 4:30 pm on the Monday following the last day in the pay period. Contact Student Employment at 920-465-2556 or studentemployment@uwgb.edu with questions.
- The Student Payroll Schedule is available on the Payroll Schedules webpage: <http://www.uwgb.edu/human-resources/payroll/payroll-schedules/>
- Please note that punches will be rounded to the nearest quarter hour (ex. 0, 0.25, 0.5, 0.75, 1), as shown on the Time & Absence webpage: [http://www.uwgb.edu/human-resources/payroll/time-absence-information-\(1\)/](http://www.uwgb.edu/human-resources/payroll/time-absence-information-(1)/)

IMPORTANT – MAKE SURE TO SIGN OUT AND CLOSE OUT OF THE WEB BROWSER

Please contact payrollandbenefits@uwgb.edu or ext. 2390 if you have any questions.