

# Web Time Entry for Students through MyUT Portal:

**Time Sheets must be submitted for approval by the end of the day on the last day of the pay period. Holidays could cause this deadline to be moved up.**

## 1) Employee Tab ->Select *More Employee Options...*

The screenshot shows the MyUT portal home page for an employee named Stephanie Tinsley. The page is displayed in a Mozilla Firefox browser window. The top navigation bar includes "Employee", "UT Community", and "Library" tabs. The main content area is divided into several sections:

- My Toolkit:** Contains links for Personal Information (Name Change, SSN Change, Update Addresses & Phones, Update Emergency Contacts, Update Marital Status, View E-mail Addresses), Pay Details & Leave Balances (View Pay Stubs, Earnings History, Direct Deposit Information, Leave Balances, Tax Forms, Payroll Schedule FY2011, Payroll Schedule FY2012, [More Employee Options...](#)), ID's (Request New/Replacement Rocket Card), and Benefits Information (Benefit Summary, Domestic Partners, Educational Fee Waivers, Employee Assistance Program, Healthcare Benefits).
- Email and UTAD Account:** Features Outlook Web Access information, including instructions for accessing email and a note about expired passwords.
- Personal Announcements:** Currently shows "There are no announcements".
- My Banner:** Contains links for Banner INB Production Login (PROD), Banner ODS Self Service Reporting, and Self Service Reporting SSO test.
- Training & Career Development:** Lists resources like the Center for Teaching and Learning, Cultural Competence & Diversity Training (Online Module), FERPA Presentation, HIPAA Security Training, and HIPAA Training.
- Systems Access Forms:** Includes links for Banner DEVL Instance Access Request and Banner/Lawson Finance Access Request.

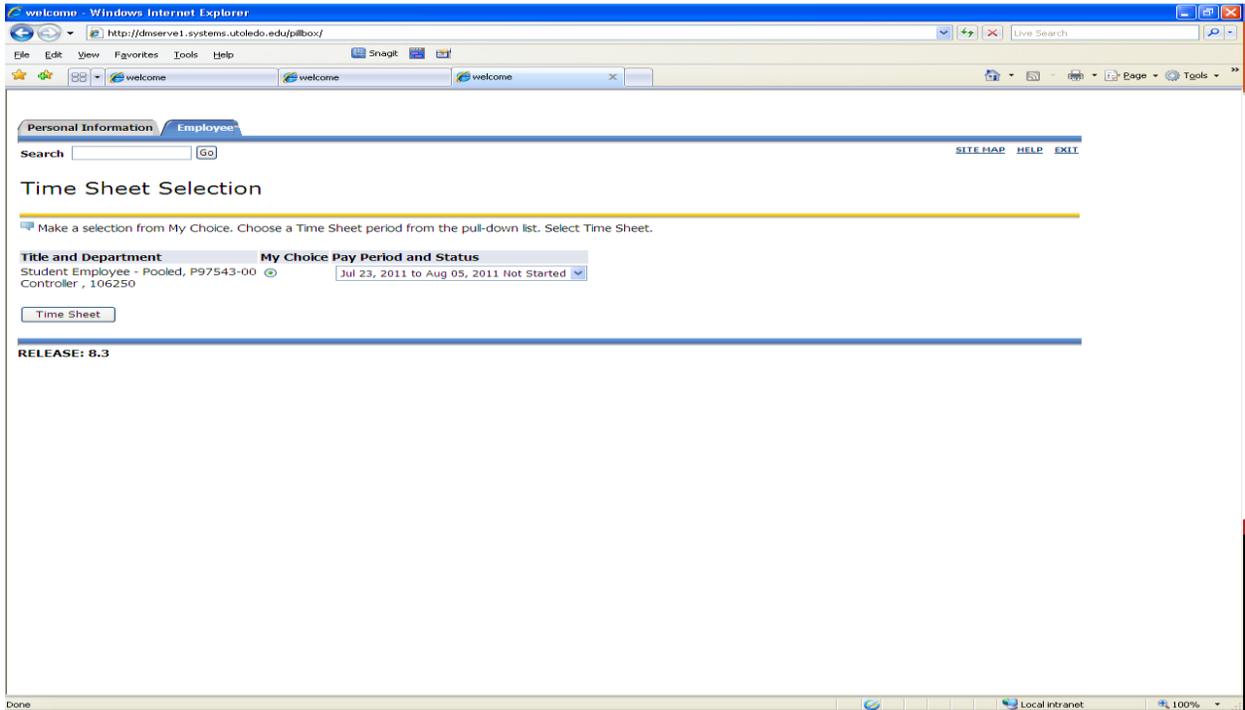
## 2) Select Time Sheet

The screenshot shows the "Employee" tab selected in the MyUT portal. The page displays a list of links for various employee services:

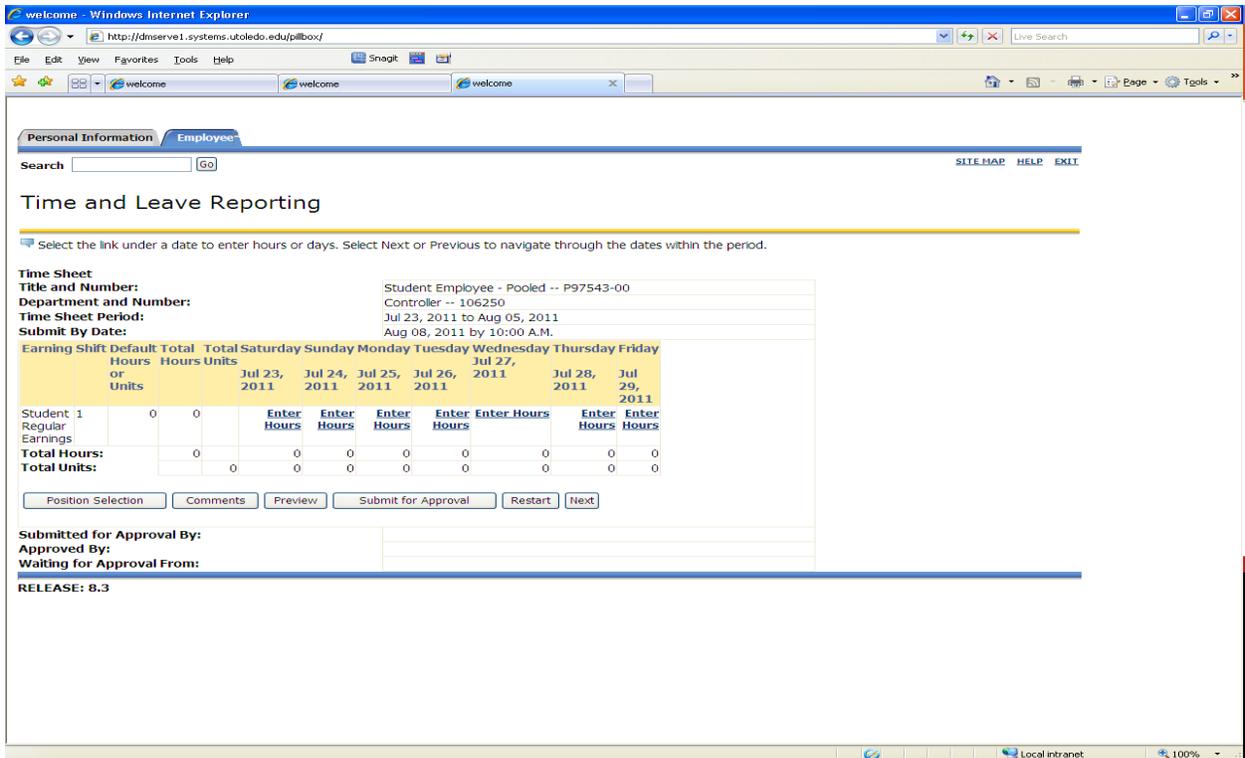
- [Pay Stubs](#)
- [Benefit Summary](#)
- [Earnings History](#)
- [Direct Deposit Information](#)
- [Leave Balances](#)
- [Electronic Personnel Action Forms](#)
- [Tax Forms](#)
- [Time Sheet](#)
- [Leave Report](#)

At the bottom of the page, the text "RELEASE: 8.4.1" is visible.

- 3) Student will see Title and Department for each position they have. Select the position under My Choice and Click Time Sheet



- 4) Click Enter Hours under day worked.



5) Put Time In and Out -> Click Save.

Time must be entered in hours and minutes separated by a colon. Time must be in 15 minute increments. For example, 10:00, 10:15, 10:30, 10:45.

Click Next Day to enter more time or return to Timesheet.

Click Time Sheet to return to Time Sheet.

Click Copy to enter the same hours more than one day.

Personal Information Employee

Search  Go [SITE MAP](#) [HELP](#) [EXIT](#)

### Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Monday, Jul 25, 2011  
Earnings Code: Student Regular Earnings

Shift	Time In	Time Out	Total Hours
1	10:00 AM	02:00 PM	4
1			0
1			0
1			0
1			0
1			4

Account Distribution

Earnings Code	Shift	Hours
Student Regular Earnings	1	4

RELEASE: 8.3

**Note: If the student has hours from a prior pay period that have not been paid, those hours need to be incorporated into the current Time Sheet. Select any day to enter hours. Then in the comments section, specify the actual day to which those hours worked pertain.**

6) Time Sheet populates with total hours for day entered.

Click Next to display next week.

Click Comments if needed.

Click Preview to see the entire pay period at one time.

The Restart button will erase everything entered so far to give you a blank Time Sheet.

When Time Sheet is complete, Click Submit for Approval.

Personal Information Employee

Search   [SITE MAP](#) [HELP](#) [EXIT](#)

### Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

**Time Sheet**

<b>Title and Number:</b>	Student Employee - Pooled -- P97543-00
<b>Department and Number:</b>	Controller -- 106250
<b>Time Sheet Period:</b>	Jul 23, 2011 to Aug 05, 2011
<b>Submit By Date:</b>	Aug 08, 2011 by 10:00 A.M.

Earning Shift Default	Total Hours	Total Units	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
			Jul 23, 2011	Jul 24, 2011	Jul 25, 2011	Jul 26, 2011	Jul 27, 2011	Jul 28, 2011	Jul 29, 2011
Student 1 Regular Earnings	0	4	<input type="button" value="Enter Hours"/>						
<b>Total Hours:</b>	4		0	0	4	0		0	0
<b>Total Units:</b>		0	0	0	0	0		0	0

Submitted for Approval By: \_\_\_\_\_  
Approved By: \_\_\_\_\_  
Waiting for Approval From: \_\_\_\_\_

RELEASE: 8.3

**Time Sheets can only be submitted once. Once the Time Sheet has been submitted, the student can no longer make changes to the Time Sheet. If changes are needed after a Time Sheet is submitted, contact your supervisor or Payroll.**