

# How to access your Time Sheet

**Log in to your myUT account**

**Click the "Employee" tab**

**Then, click "More Employee Options"**

**Then, click "Time Sheet" to insert hours worked**

Once your Employee tab appears, click "Direct Deposit Information" & "Tax Forms." The only tax form you need to complete is the "W-4." form. You only need to fill out the forms once. Also, the forms must be completed before you may start entering hours on your Time Sheet.

**This is where you will handle all of your online pay information!**

## Possible reasons why your Employee Tab isn't visible yet:

1. Your department has not submitted all required documents to the Office of Student Employment. You should follow up with your department/employer.
2. Further processing may be in progress; please check with your department/employer.
3. There may be a technical problem related to your Employee tab. Please follow up with your department/employer.

\*\*\*In order to submit a Time Sheet, even with an inactive Employee tab, please click on "Time Sheet" under the "My Toolkit" heading. If an option for the current week appears on the Time Sheet page, please use that.