

# SLCL HR Electronic Timesheet Job Aid

Updated 12/12/2020

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Use the bookmark links below to navigate to the detailed step-by-step instructions for each:

[NON-EXEMPT EMPLOYEE](#) (part-time, temporary, and overtime eligible)

[EXEMPT EMPLOYEE](#) (not overtime eligible, grad hourly students)

[APPROVING MANAGER](#)

## Best Practices and Resources

- Add calendar reminders to submit/approve time
- Staff and students will submit time by Friday at 12pm
- Take a screenshot before submitting the timesheet to send to your manager
- Managers will approve time by Friday at 5pm
- [Electronic time entry for employees Video](#)
- [Employee electronic timesheet entry - changing your time](#)
- [How to Approve time video](#)
- [Payroll Schedule](#)

## NON-EXEMPT EMPLOYEE

To enter your time in your timesheet:

- Go to the University of Illinois System APPS page: <https://apps.uillinois.edu/>
- At the bottom of the page (in the lower right-hand corner) is the link to timesheets in *Web Time Entry*, it is under [Time Reporting](#) banner in green:

### Time Reporting



- The following page opens, click-on our Block-I logo for University of Illinois at Urbana-Champaign



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- Enter your enterprise ID and password
- A new page loads, click-on EMPLOYEE (in purple font in the clip below)  
(To log-in to your employee file webpage.) Your page may look slightly different than this; However, it will have the Employee option for you to click on.



- The below page loads, click-on Time Sheet (in purple font below). Again, this page may look slightly different on your screen, but Time Sheet will be present for you to click on.



- The below page loads
  - Select the radio button for Access my Time Sheet under **My Choice**, and then click **SELECT**:

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## Time Sheet/Leave Request/Proxy

 Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the check box and then click **Select**.

### Selection Criteria

	<b>My Choice</b>
Access my Time Sheet:	<input checked="" type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

- Timesheets load in a drop-down menu. The current timesheet is always at the top of the drop-down list.
- Select your timesheet; it opens the timesheet online where you can enter hours.



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### Position Selection

 Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

<b>Title and Department</b>	<b>My Choice Pay Period and Status</b>
HUMAN RESOURCE ASSOCIATE, UB7002-00 Administration Other, 580005	Jan 26, 2020 to Feb 08, 2020 Not Started

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## Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

\*\* Account Distribution adjusted on this day.

### Time Sheet

**Title and Number:**  
**Department and Number:**  
**Time Sheet Period:**  
**Submit By Date:**

ASST DIR OF HR -- U64058-00  
 Sch Lit, Cultures, Ling Adm -- 625000  
 Nov 29, 2020 to Dec 12, 2020  
 Dec 15, 2020 by 12:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Nov 29, 2020	Monday Nov 30, 2020	Tuesday Dec 01, 2020	Wednesday Dec 02, 2020	Thursday Dec 03, 2020	Friday Dec 04, 2020	Saturday Dec 05, 2020
Vacation (rdg)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay Non-Comp (rdg)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Compensatory Time Earned	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Temporary Upgrade	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

- Once the timesheet opens, click on the day in which you would like to enter hours.
- Click Enter Hours on the correct day and earnings type. See Earnings Code Types for more information.
- Once the hours are entered, click on Save.
- Repeat steps 1,2 and 3 until all hours are entered for the week.
- Click the Next button to access the second week in pay period
- Repeat steps 1,2, and 3 until all hours are entered for the week
- At the bottom of the timesheet, hit the **SUBMIT FOR APPROVAL** button **once all of your hours are entered for a pay period.**

Total Units. | | | | | | | | | |

- Take a screenshot, then send (cc: HR) to your direct supervisor for approval
- If you have an additional position requiring hours to be reported, return to Step 1 and continue.
- When finished, click Exit in the upper right corner to log out.
- Your timesheet is ready for your supervisor's approval.

**\*\*Note on OVERTIME:** Overtime is considered to be any time worked above 40 hours in a given week (Sunday to Saturday). If you work 10 hours for four days, the time you work on the 5<sup>th</sup> day is overtime, and paid at a rate of time-and-a-half. Overtime must be approved IN ADVANCE by your supervisor.

### Correcting an error

- If you realize that you made an error on your timesheet and have already submitted it to your supervisor for approval, please contact your supervisor and have them return the timesheet to you in Web Time Entry to make your correction.

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## EXEMPT EMPLOYEE:

- Access your time sheet as described above
- Select the position and pay period for which you will enter time; you may have more than one, so be sure you enter the correct time for the correct job.
- Click the Time Sheet button.
  - Click Enter Hours on the correct day and earnings type. Only enter leave time used.
  - Enter the hours of leave time used that day. If no leave was used, do not enter anything
  - Click the Save button
  - Repeat steps 1, 2, and 3 until all hours are entered for the week
  - Click the Next button to access the second week in pay period
  - Repeat steps 1, 2, and 3 until all hours are entered for the week
  - Click the Submit for Approval button when you are done or it will not get to payroll.  
Take a screenshot, then send to your direct supervisor (cc: HR) for approval.
- If you have an additional position requiring hours to be reported, return to Step 1 and continue. When finished, click Exit in the upper right corner to log out.

**Correcting time before payroll calculation has occurred** Access your time sheet as described above Click the Return Time button Make the necessary corrections, following the Submitting Time instructions Click the Submit for Approval button when you are done. Contact your acknowledger and approver so they know you have resubmitted

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## APPROVING MANAGER:

- Access time sheets as described above.
  - Select **Approve** or **Acknowledge Time**.
    - If you are acting as a proxy for an Acknowledger, select his/her name from the Act as Proxy drop-down menu.
    - Click the Select button. The department will default, as will the time period.
  - Select the order to sort the records to be acknowledged.
    - Click the Select button.
    - If you sorted by status, those pending will be at top, approved next, and those not started at the bottom.
  - Select an employee's name for the timesheet.
    - Review the hours entered for each day, and each earnings code.
    - Select Approve or Return for Correction as appropriate.
  - You can also add a Comment for the final approver. If you opt to Return for Correction, contact the employee so they know to make the change.
  - Repeat process for all employees until all timesheets are approved.
  - Select **Exit** to close the application. You may need to return to the system to approve any you have returned for correction.
- \*\*NOTE ON OVERTIME:** Overtime is considered to be any time worked above 40 hours in a given week (Sunday to Saturday). If the employee worked 10 hours for four days, the time worked on the 5th day is overtime, and paid at a rate of time-and-a-half. Overtime should be approved IN ADVANCE by the supervisor.