

TimeTracker – Employee Quick Reference Guide (<https://my.engr.illinois.edu/timetracker>)

\*If not an employee of engineering, change “engr” with your portal

The screenshot shows the 'MY TIMESHEETS' page. At the top, there are three tabs: 'My Timesheets' (A), 'Payroll Schedule' (B), and 'Timesheet Archive' (C). On the far right, there is a 'HELP' button (D). Below the tabs, there are dropdown menus for 'Year' (2015), 'Pay Period' (BW 9 (4/12/2015 - 4/25/2015)), and 'Job' (ENGR IT Hayden), along with a 'Print' button (E). A status box (F) displays information for 'ENGR IT Hayden (UA3970-00)' and includes a note icon. Below this is a 'View Work Descriptions' button (H). The main area features a calendar grid for 'Week 1' (Sun Apr 12 to Sat Apr 18) and 'Week 2' (Sun Apr 19 to Sat Apr 25). Each day has an 'Add Time' button. A time entry for Tuesday, April 14, is highlighted with a red box (G) and shows a context menu with options like 'Edit', 'Copy', and 'Delete'. At the bottom left, a 'Totals' table shows hours for 'ENGR IT Hayden' across two weeks. At the bottom right, an 'Actions' section (I) includes checkboxes for job names and buttons for 'Submit Selected' and 'Request Selected'.

- A. Upon logging in, you are directed to “My timesheets”. Use the “Add Time” button above a calendar day to create a time entry for that day.
- B. Click “Payroll Schedule” to view the full payroll schedule with timesheet due dates and paycheck dates.
- C. Timesheet Archive allows you to view/print timesheets that were migrated from the previous TimeTracker application.
- D. For full documentation or to submit a help ticket, choose the help option in the top right of the menu.
- E. To switch between pay periods or jobs, use the dropdowns at the top of the page. If you have concurrent appointments, you may select all jobs to view all timesheets at once.
- F. The current status information of your timesheet(s) will be displayed with your appointment dates. To view the full history of a timesheet, use the button within the sheet’s status to expand.
- G. If the timesheet allows editing, click on a time entry to display a context menu with edit, copy, and delete features. If a note was saved against an entry, a note icon will be displayed and an extra option to view this note will show in the context menu.
- H. Adding work descriptions to your timesheet is optional. If you choose to add a work description, your timesheet will display a toggle that allows you to work description(s).
- I. To submit or request the return of one or many timesheets, use the checkboxes next to the available job names and choose the appropriate action button. Notes detailing why an action would be prevented (previous timesheets open, appointment has ended, etc.) would be listed below your jobs in this section.  
**Please note that if you have multiple jobs/timesheets, you must select & submit each individual sheet.**