

Web Time Entry Guidelines, Tips, and Tricks

Non-Exempt (Hourly/Timesheet) Employees

OPENING YOUR TIMESHEET

1. Log in to **MyUWF** with your ArgoNet Username and Password.
2. Using the Search bar, search for timesheet.
3. Click on the star of the App to “favorite” the item for easy access in the future.
4. Click the **My Choice** radio button associated with the Position Title and Department you want to enter time.
5. Next to the My Choice column/radio button pick the proper **Pay Period and Status** from the dropdown menu. Note: When the new pay period has begun you will have to use the dropdown to access previous pay periods.
6. Click on the button labeled **Timesheet**.

ENTERING HOURS FOR EACH DAY

1. Click on the **Enter Hours** link under the date worked and in the row for the proper Earnings Code (i.e.: Regular). Do not change the shift field unless instructed otherwise.
2. Enter the number of hours worked or leave taken (if applicable).
3. Click **Save**.
4. Continue to enter hours worked or leave taken throughout the week. Ensure you click **Save** after each entry. Note: Full-time University Work Force employees must account for 40 hours per work week.
5. Click the **Next** button to move to the 2nd work week of the pay period and enter all hours worked or leave taken.
6. When all hours for the entire pay period have been entered, click the **Submit for Approval** button to route the timesheet to your supervisor.

ADJUSTING YOUR HOURS

Changing hours you’ve entered for a particular day is an option until you have submitted your timesheet.

1. Click the **Enter Hours** link for the date that needs to be changed.
2. Type the correct number of hours worked or leave taken.
3. Click the **Save** button.

LEAVING A COMMENT ON YOUR TIMESHEET

Certain situations call for the use of a comment, such as the reason for using Administrative Leave, the Pay Index for Overtime being reported, and FMLA absences. Employees may also leave a comment on their timesheet for their supervisor and/or HR to see when he or she opens it up for approval.

1. Click the **Comments** button at the bottom of the timesheet page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your timesheet. Note: Comments on your timesheet are only visible to you in **Preview** mode.

SUBMITTING YOUR TIMESHEET

1. Check your hours to make sure the days, numbers, and earnings codes are all correct. Be sure that you have not changed the shift field unless instructed otherwise.
2. Click the **Submit for Approval** button at the bottom of your timesheet. Note: Once you click Submit for Approval your timesheet becomes view only and cannot be altered. If time permits you can either, contact your supervisor and ask them to **Return for Correction**, or you can click the **Return** button to return it to yourself. At this point you can make changes and then **Submit for Approval**.

ADDITIONAL TIPS AND TRICKS

1. Clicking the **Restart** button will erase all the time entered for the pay period.
2. Timesheets not entered via Web Time Entry by the due date, must be submitted to Human Resources as an Effort Recap, or paper timesheet. These have a deadline for submission and if received late will not be paid until the next pay period. To avoid submission of late timesheets, please enter hours worked in Web Time Entry daily.
3. Monitor the HR Payroll Calendar for submission and approval dates for timesheets. Unless there is an Early Payroll Processing date, timesheets are due to supervisors by 3 p.m. on the 2nd Friday of each pay period. Early processing deadlines are published in @UWF, MyUWF, HR Bulletin, and an email is sent to all employees as a reminder.
4. Non-exempt employees must record all hours exactly as they are worked. You may not record unreported hours from a previous pay period on your current timesheet. These hours should be reported on an Effort Recap.
5. All hours physically worked over 40 in a workweek, which is defined as Sunday through Saturday, must be recorded on your timesheet as Overtime.

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Exempt (Salaried/Leave Report) Employees

OPENING YOUR LEAVE REPORT

1. Log in to **MyUWF** with your ArgoNet Username and Password.
2. Using the Search bar, search for leave report.
3. Click on the star of the App to “favorite” the item for easy access in the future.
4. Click the **My Choice** radio button associated with the Position Title and Department you want to enter leave.
5. Next to the My Choice column/radio button pick the proper **Pay Period and Status** from the dropdown menu. Note: When the new pay period has begun you will have to use the dropdown to access previous available pay periods.
6. Click on the button labeled **Leave Report**.

ENTERING HOURS FOR EACH DAY

1. Click on the **Enter Hours** link under the date worked and in the row for the proper Leave Code (i.e.: Annual, Sick).
2. Enter the number of hours of leave taken.
3. Click **Save**.
4. Continue to enter leave taken throughout the week. Ensure you click **Save** after each entry.
5. Click the **Next** button to move to the 2nd work week of the pay period and enter all hours of leave taken.
6. When all hours for the entire pay period have been entered, click the **Submit for Approval** button to route the leave report to your supervisor.

ADJUSTING YOUR HOURS

Changing hours you’ve entered for a particular day is an option until you have submitted your leave report.

1. Click the **Enter Hours** link for the date that needs to be changed.
2. Type the correct number of hours of leave taken.
3. Click the **Save** button.

LEAVING A COMMENT ON YOUR LEAVE REPORT

Certain situations call for the use of a comment, such as the reason for using Administrative Leave and FMLA absences. Employees may also leave a comment on their timesheet for their supervisor and/or HR to see when he or she opens it up for approval.

1. Click the **Comments** button at the bottom of the leave report page.
2. In the **Comments** box, type your message.
3. Click the **Save** button.
4. Click the **Previous Menu** button to return to your leave report. Note: Comments on your leave report are only visible to you in **Preview** mode.

SUBMITTING YOUR LEAVE REPORT

1. Check your hours to make sure the days, numbers, and leave codes are all correct.
2. Click the **Submit for Approval** button at the bottom of your leave report. Note: Once you click **Submit for Approval**, your leave report becomes view only and cannot be altered. If your leave report is still Pending approval you can contact your supervisor and ask them to **Return for Correction**. At this point you can make changes and then **Submit for Approval**.

ADDITIONAL TIPS AND TRICKS

1. Clicking the **Restart** button will erase all the leave entered for the pay period.
2. Once a leave report is approved, no changes can be made and it cannot be returned for correction. An [Exempt Leave Recap](#), or paper report, will be required for all changes.
3. Monitor the HR Payroll Calendar for submission and approval dates for leave reports. Unless there is an Early Payroll Processing date, leave reports are due to supervisors by 3 p.m. on the 2nd Friday of each pay period. Early processing deadlines are published in @UWF, MyUWF, HR Bulletin, and an email is sent to all employees as a reminder.