Employee Self Service Time Sheets
Section One
Daily Time Entry
Access Employee Self Service

1. Open MyUWF (my.uwf.edu)
2. Click: Login
3. Enter: Argonet Username and Password
4. Search: Time Sheet
5. Select: **Pay Period**   

Click: Time Sheet

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<table>
<thead>
<tr>
<th>Title and Department</th>
<th>My Choice</th>
<th>Pay Period and Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Work Study, 980000-00</td>
<td></td>
<td>Feb 26, 2006 to Mar 11, 2006 Not Started</td>
</tr>
<tr>
<td>ITS General Admin, 1800</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6. Go To: Type of Earning and correct day  

Click: Enter Hours
Time and Leave Reporting

Enter: # of hours worked or leave taken

Click: Save
Time and Leave Reporting

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

Enter minutes as: 15 min. = .25, 30 min. = .50, 45 min. = .75

8. Click: Enter Hours  Continue to enter hours for days you worked or took leave.

Note: University Work Force full time employees must account for 40 hours per week.

Click:  Save  To be sure you save the hours you are entering.
9. When all time for entire pay period has been entered, Click: Submit for Approval to send time sheet to your approver.
10. Message: “Your time sheet was submitted successfully.”

When time reporting is complete: Click Exit to close the Time Sheet app.
Section Two

Time Entry
Using the Copy Function
Access Employee Self Service

1. Open MyUWF (my.uwf.edu)

2. Click: Login

3. Enter: Argonet Username and Password

4. Search: Time Sheet
### Time Sheet Selection Screen

#### Title and Department | My Choice | Pay Period and Status
---|---|---
Federal Work Study, 980000-00 |  | Mar 12, 2006 to Mar 25, 2006 Not Started
ITS General Admin, 1800 |  | 

5. Select: **Pay Period**  

Click: **Time Sheet**
6. Go To: **Type of Earning** and correct **day**

Click: **Enter Hours**
7. Enter: **Number of hours worked or leave taken**. Click **Save**. To copy hours from one date to other days, click **Copy**.
8. Select dates to have time copied to. If copying to end of pay period, select checkbox “Copy from date displayed to end of pay period”. Click **Copy**.
9. “The hours have been copied successfully”, message displays. Click Previous Menu to return to the Time Sheet screen.
10. When all time for the entire pay period has been entered, **Click** to send time sheet to the approver. **Click Exit** to close the Time Sheet app.
Section Three

Time Entry

Additional Features
1. **Topic 1 - Navigate Within Pay Periods**

To see the next week in the pay period: Click **Next**

To return to the previous week: Click **Previous**

If there is an error when entering time: Click **Restart** to clear the form and re-enter the information.

**Topic 2 - Add Comments to Time sheet**

To enter comments regarding the time entered: Click **Comments**
2. To enter comments regarding the pay period:

   Type the message/ comments. **NOTE:** The comments can be viewed by the person who enters the time and by the person who will approve the time.

   Click **Save**

   Click **Previous Menu** to return to the previous menu.
3. **Topic 3 - Preview and Print Time sheet**

Click **Preview** to see the full screen version of the time sheet.
### Summary of Reported Time

4. To return to the previous screen: Click **Previous Menu**

***NOTE:*** Make sure that all time has been entered correctly and that the correct time period has been selected.
Summary of Reported Time

5. To print a copy of the time report for your records:
   Select File from the browser menu.
   Select Page Setup.
6. In the Orientation section, select Landscape.
   Click OK
   Select File from the browser menu. Select Print.
   Select the printer and the number of copies to be printed.