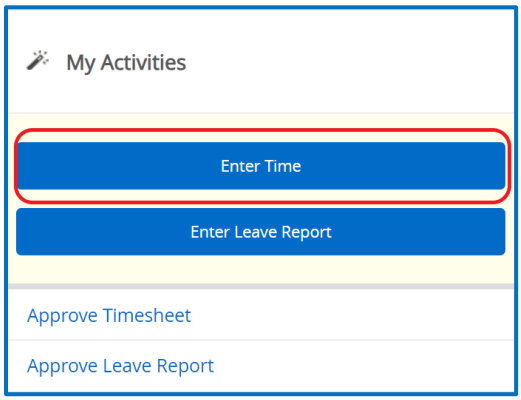
Employee Self-Service
Submitting Timesheets

Accessing Employee Self-Service

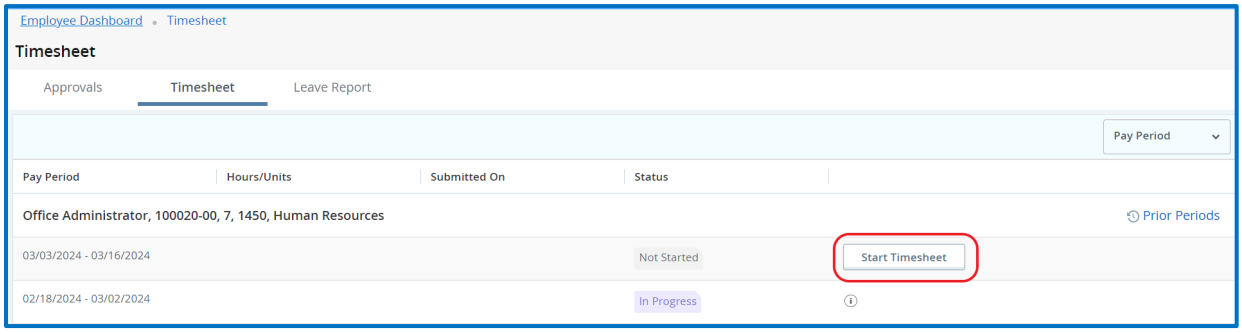
- Open MyUWF
- Click: **Login**
- Enter: Argonet Username and Password
- Search and Select: **Employee Dashboard**

Employee Dashboard Screen

Under the **My Activities** section of the Employee Dashboard, click the button: **Enter Time**.



All open pay periods will display under your job title. From the Timesheet tab, click the **Start Timesheet** button for the desired position and date range.



Entering Time and/or Leave

Upon opening, the Timesheet will default to the current day. If you open a future pay period, the Timesheet will default to the first day of that pay period. Select a day to enter time for on the calendar. The purple line underneath the dates represents the days included in the pay period. You can change between weeks by clicking on the **left** or **right** arrow next to the dates. For the day selected, choose the Time/Leave Category which applies to the hours being entered. Different employee classes will have different Time/Leave Category options. Example: Regular Earnings, Annual Leave, Sick Leave, or Holiday Pay.

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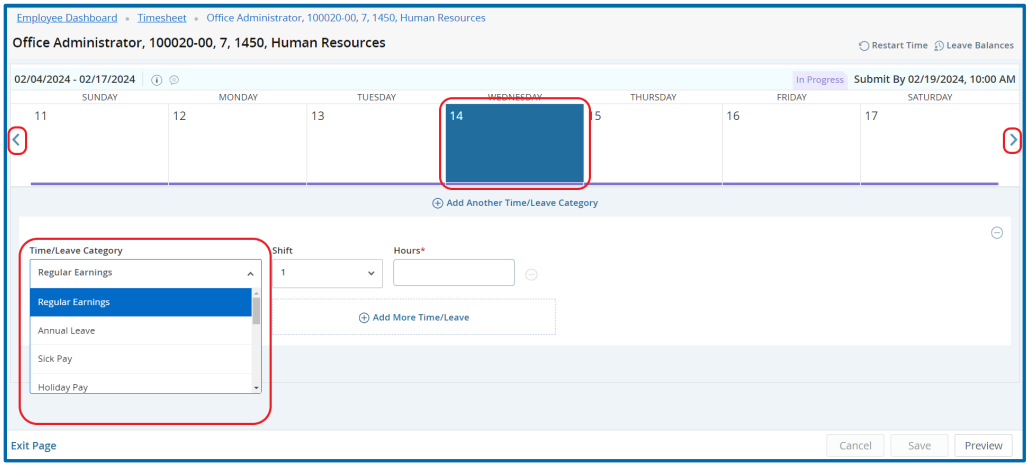
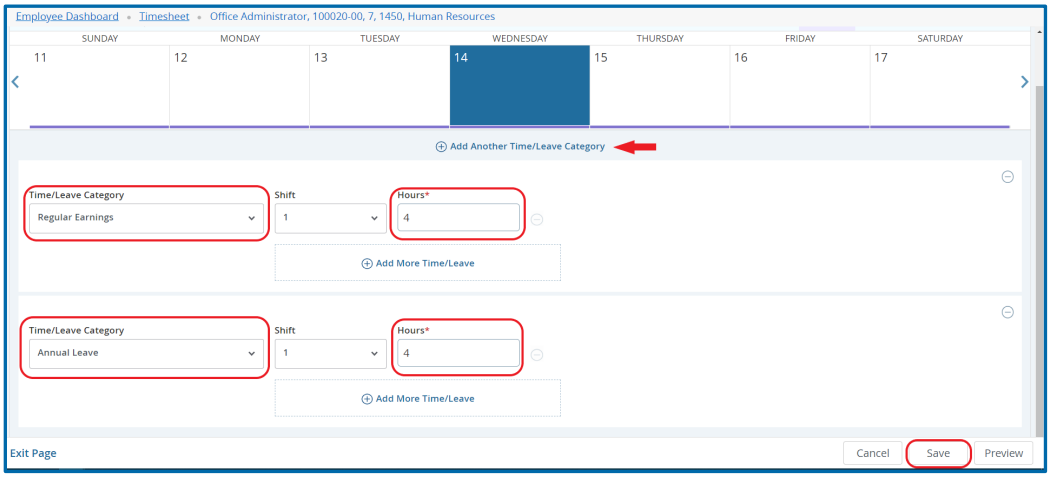


After selecting the type of **Time/Leave Category**, enter the number of hours worked or leave taken on that day. To add a different type of Time/Leave Category on the same day, select the **Add Another Time/Leave Category** link, as indicated by the arrow in the below example. Enter the number of hours for this Time/Leave Category as well. When finished, click on the **Save** button in the bottom right-hand corner.



Entering Shift Differential Hours

The **Shift** box defaults to Shift 1 and should not be adjusted unless you are an employee who is approved to be paid shift differential pay. When this is the case, you should change the shift to correspond to the hours worked for the day on which you are reporting time.

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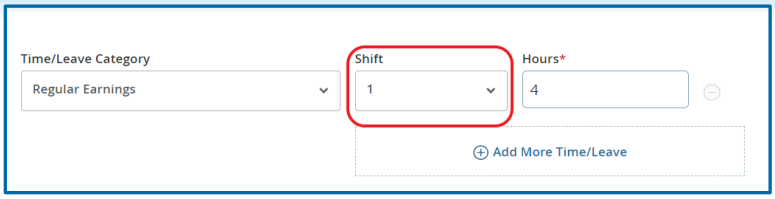
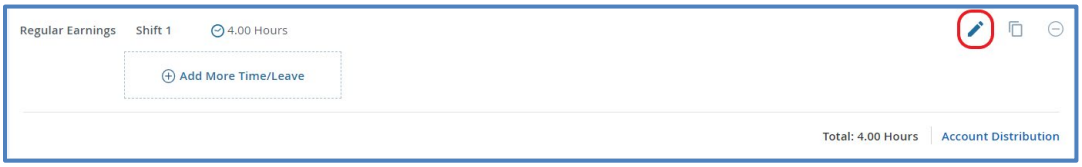
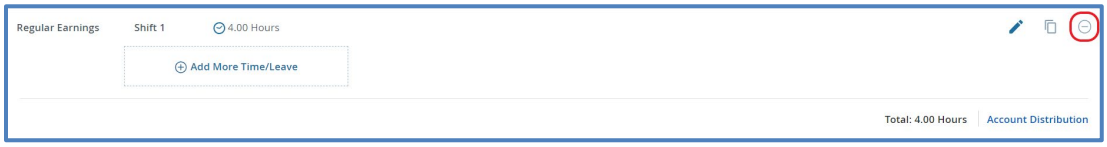


Editing Time and/or Leave

If a correction needs to be made you can return at any point to enter and/or update time prior to submitting the Timesheet. Click the **Pencil Icon** to make edits to the time entry for the selected day.

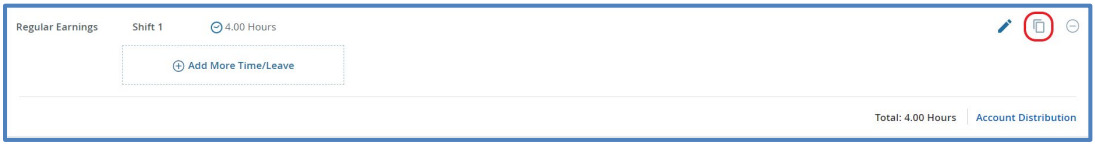


If you have entered incorrect information and wish to completely remove it from that day, you may use the Delete function. Click the **Delete Icon** to remove the time entry for the selected day.



Time Entry Using the Copy Function

If appropriate, use the **Copy** function to copy your time entry to multiple days. Please only use this function if you worked the same exact schedule for multiple days. Click the **Copy Icon** to copy a time entry across multiple days in the pay period.



A pop-up window for Copy Time Entry will appear, providing options for the Copy function. You can choose to copy from the selected calendar date to the end of the pay period, or you can select specific dates within the pay period by clicking on the calendar. The days fill in with a blue color when selected, as in the example below.

Click the **Save** button when finished.

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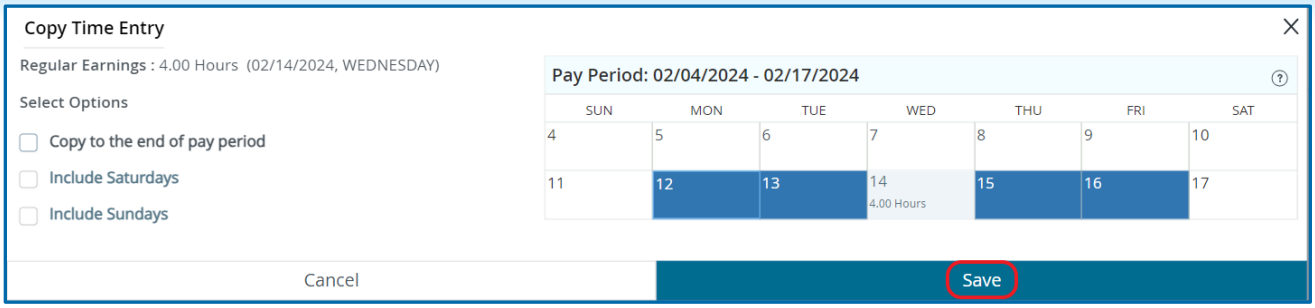
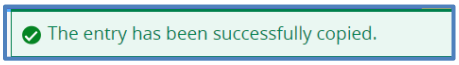
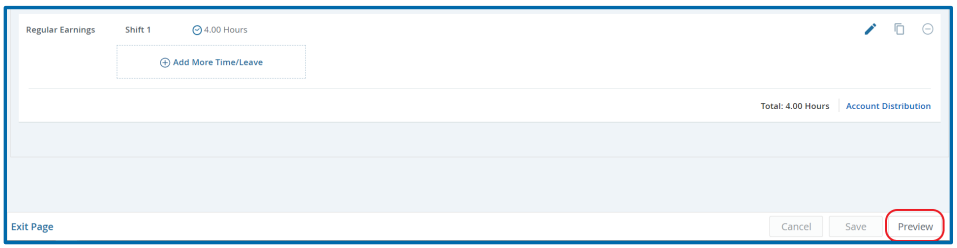


Note: A message will appear confirming that the time was successfully copied and the dates on the Timesheet will show the time recorded.

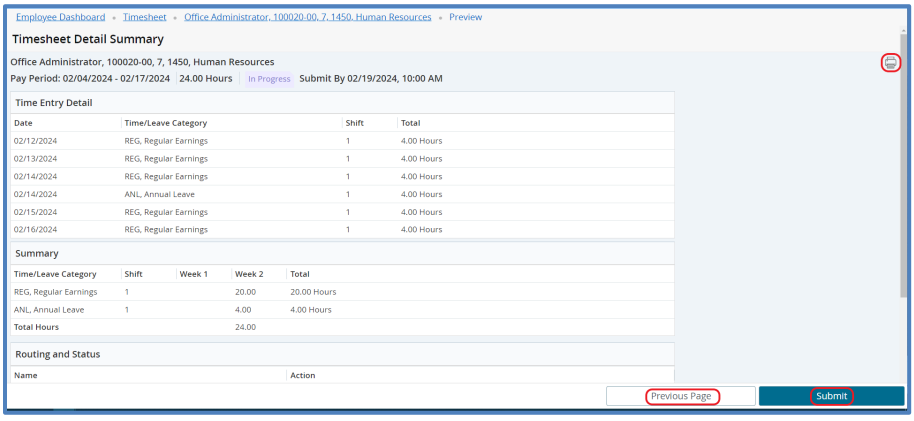


Submitting Timesheet

To submit the Timesheet, click on the **Preview** button in the bottom right-hand corner.



The **Timesheet Detail Summary** of the hours entered is displayed. If any changes are needed, click Previous Page to go back to your Timesheet and make edits. Optionally, click the Printer Icon for a PDF view of the Timesheet.



If the Timesheet is correct, click **Submit** to submit your Timesheet for approval.

If needed, comments may be entered in the **comment box** before clicking Submit.

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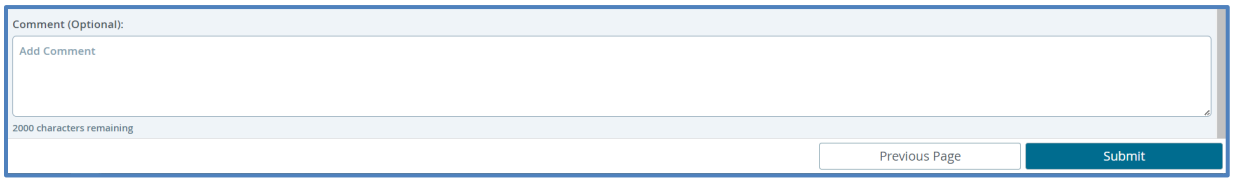
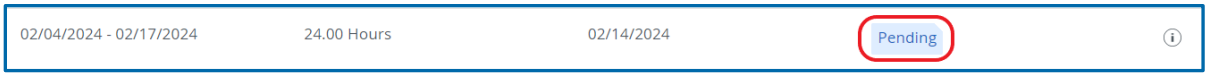


Comments should be added when hours are reported as Administrative Leave. Indicate the reason for the usage of Admin Leave, such as, Jury Duty, Bereavement Leave, Emergency Closing, etc.

Recalling the Timesheet to Make Changes

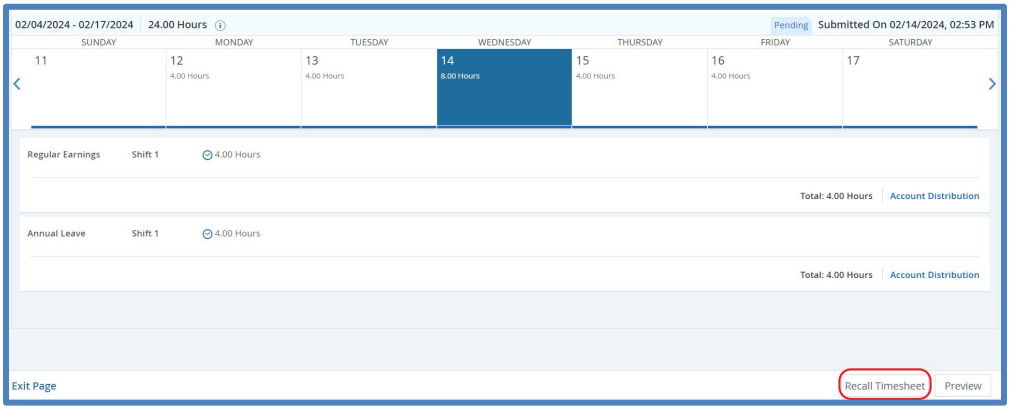
After submitting your Timesheet, you are able to make changes to your time entry until your supervisor has approved the Timesheet. To make changes after submitting your Timesheet, pull your time record up by clicking on the **Pending** link under the Status heading.



Click on the **Recall Timesheet** button on the bottom of the Timesheet.

- Change the hours by clicking the pencil icon.
- Add a new earn code by clicking the “Add Earn Code” link.
- Delete an entry by clicking the Delete Icon.

Once you have made your changes, click the **Preview** button. Then, click the **Submit** button, as in previous steps.



Restarting Timesheets

If at any time you find that you need to clear the entire Timesheet, you may do so by using the **Restart** function. Doing so will cause you to lose all data previously entered on the Timesheet, so only use this option when you mean to do so. There is no recovery method once this option is selected.

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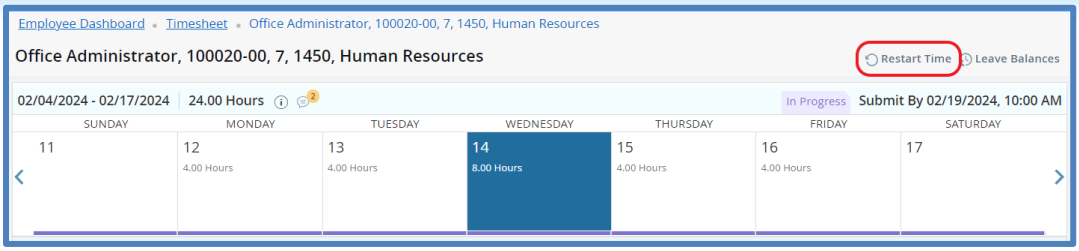
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