

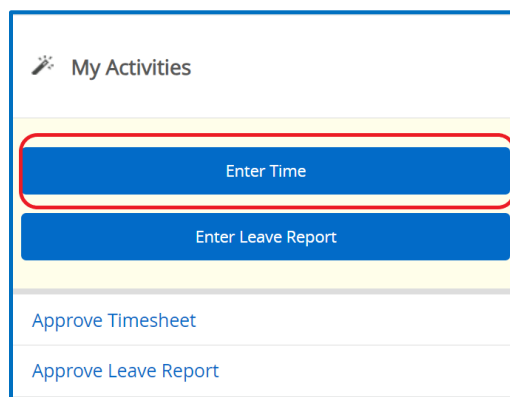
Employee Self-Service Submitting Timesheets

Accessing Employee Self-Service

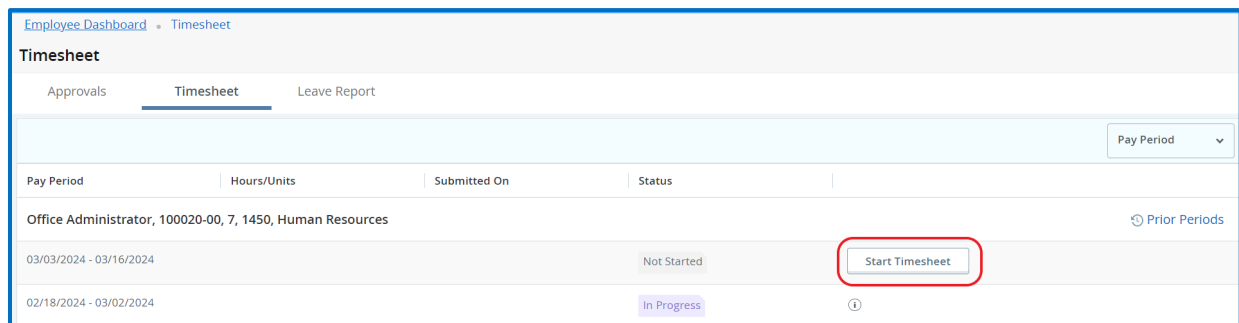
- Open [MyUWF](#)
- Click: **Login**
- Enter: Argonet Username and Password
- Search and Select: **Employee Dashboard**

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.

Employee Self-Service Submitting Timesheets

Employee Dashboard • Timesheet • Office Administrator, 100020-00, 7, 1450, Human Resources

Office Administrator, 100020-00, 7, 1450, Human Resources

02/04/2024 - 02/17/2024

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

11 12 13 14 15 16 17

Time/Leave Category

- Regular Earnings
- Annual Leave
- Sick Pay
- Holiday Pay

Shift 1 Hours*

Add Another Time/Leave Category

Cancel Save Preview

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.

Employee Dashboard • Timesheet • Office Administrator, 100020-00, 7, 1450, Human Resources

Office Administrator, 100020-00, 7, 1450, Human Resources

02/04/2024 - 02/17/2024

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

11 12 13 14 15 16 17

Add Another Time/Leave Category

Time/Leave Category Shift Hours*

Regular Earnings 1 4

Add More Time/Leave

Time/Leave Category Shift Hours*

Annual Leave 1 4

Add More Time/Leave

Cancel Save Preview

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.

Employee Self-Service Submitting Timesheets

The screenshot shows a form with three main input fields: 'Time/Leave Category' with a dropdown menu set to 'Regular Earnings', 'Shift' with a dropdown menu set to '1', and 'Hours*' with a text input field containing '4'. Below these fields is a button labeled 'Add More Time/Leave'. A red box highlights the 'Shift' dropdown menu.

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.

This screenshot shows the time entry interface after submission. It displays 'Regular Earnings', 'Shift 1', and '4.00 Hours'. A button 'Add More Time/Leave' is visible. In the top right corner, there are three icons: a pencil (circled in red), a trash can, and a refresh icon. At the bottom right, it shows 'Total: 4.00 Hours' and a link for 'Account Distribution'.

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.

This screenshot is similar to the previous one, but the trash can icon in the top right corner is circled in red, indicating the delete function.

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.

This screenshot is similar to the previous ones, but the copy icon in the top right corner is circled in red, indicating the copy function.

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.

Employee Self-Service Submitting Timesheets

Copy Time Entry [X]

Regular Earnings : 4.00 Hours (02/14/2024, WEDNESDAY)

Pay Period: 02/04/2024 - 02/17/2024 [?]

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

SUN	MON	TUE	WED	THU	FRI	SAT
4	5	6	7	8	9	10
11	12	13	14 4.00 Hours	15	16	17

Cancel [Save]

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

✔ The entry has been successfully copied.

Submitting Timesheet

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

Regular Earnings Shift 1 4.00 Hours

Add More Time/Leave

Total: 4.00 Hours Account Distribution

Exit Page Cancel Save [Preview]

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.

Employee Dashboard > Timesheet > Office Administrator, 100020-00, 7, 1450, Human Resources > Preview

Timesheet Detail Summary

Office Administrator, 100020-00, 7, 1450, Human Resources

Pay Period: 02/04/2024 - 02/17/2024 24.00 Hours In Progress Submit By 02/19/2024, 10:00 AM

Date	Time/Leave Category	Shift	Total
02/12/2024	REG, Regular Earnings	1	4.00 Hours
02/13/2024	REG, Regular Earnings	1	4.00 Hours
02/14/2024	REG, Regular Earnings	1	4.00 Hours
02/14/2024	ANL, Annual Leave	1	4.00 Hours
02/15/2024	REG, Regular Earnings	1	4.00 Hours
02/16/2024	REG, Regular Earnings	1	4.00 Hours

Time/Leave Category	Shift	Week 1	Week 2	Total
REG, Regular Earnings	1	20.00	20.00 Hours	
ANL, Annual Leave	1	4.00	4.00 Hours	
Total Hours		24.00		

Routing and Status

Name _____ Action _____

[Previous Page] [Submit]

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.

Employee Self-Service Submitting Timesheets

Comment (Optional):
Add Comment

2000 characters remaining

Previous Page Submit

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.

02/04/2024 - 02/17/2024 24.00 Hours 02/14/2024 Pending ⓘ

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.

02/04/2024 - 02/17/2024 24.00 Hours ⓘ Pending Submitted On 02/14/2024, 02:53 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12 4.00 Hours	13 4.00 Hours	14 8.00 Hours	15 4.00 Hours	16 4.00 Hours	17

Regular Earnings Shift 1 4.00 Hours
Total: 4.00 Hours Account Distribution

Annual Leave Shift 1 4.00 Hours
Total: 4.00 Hours Account Distribution

Exit Page Recall Timesheet Preview

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.

Employee Self-Service Submitting Timesheets

Employee Dashboard • Timesheet • Office Administrator, 100020-00, 7, 1450, Human Resources

Office Administrator, 100020-00, 7, 1450, Human Resources Restart Time Leave Balances

02/04/2024 - 02/17/2024 24.00 Hours In Progress Submit By 02/19/2024, 10:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
11	12 4.00 Hours	13 4.00 Hours	14 8.00 Hours	15 4.00 Hours	16 4.00 Hours	17