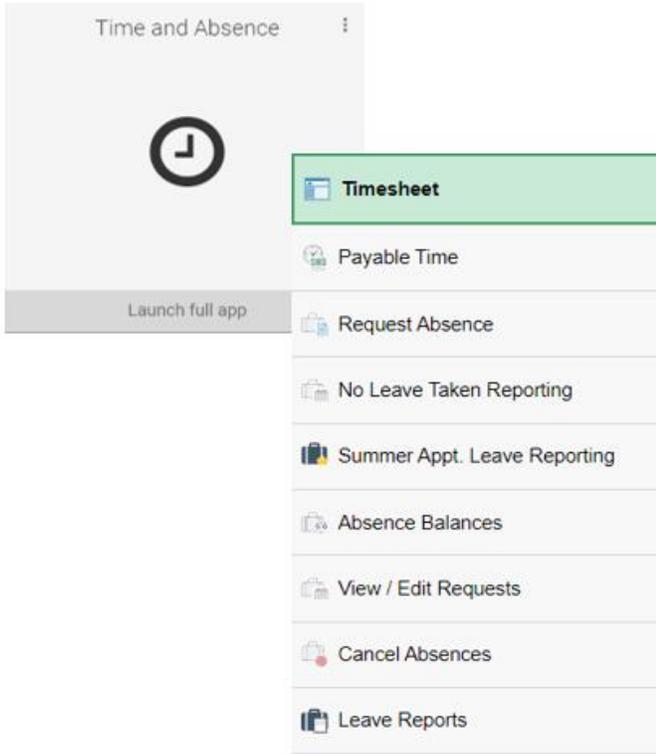


Time Reporting Instructions for Academic Staff Non-Exempt

To access your timesheet, login to your [MyUW](#) account

Click the **Time and Absence** widget.

Select the Timesheet option from the navigation bar on the left



Employees are required to submit timesheets at the end of each pay period.

Employees are strongly encouraged to enter and submit time daily, but should minimally enter and submit time on a weekly basis, on the last day worked.

Employees may view their available leave balances by selecting **Absence Balances** on the navigation bar shown above or within the Reported Time Summary at the bottom of the timesheet:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fri	11/3	4.00		0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sat	11/4			0.00	<input type="checkbox"/>

Summary | Payable Time | **Absence Balances** | Exceptions

Reported Time Summary Personalize | Find | 1-4 of 4

Category	Total	Week 1	Week 2
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Time Reporting Instructions for Academic Staff Non-Exempt

Employees with an assigned FTE are required to report hours worked and/or absences accordingly (e.g., a 50% FTE employee is required to report 20 hours per work week). Employees cannot flex their schedule from week to week in the pay period.

Entering Hours Worked on the Timesheet:

- Enter the total number of hours worked in the quantity field for each day
- Click **Submit**

You do not need to select a time/absence code for regular hours worked.

Entering Absences on the Timesheet:

- Enter the total number of hours per absence in the quantity field for each day
- Select the appropriate leave type under **Time/Absence Code**
- Click **Submit**

Please note, non-exempt Academic Staff employees are required to enter legal holiday for all scheduled holidays.

To enter both hours worked and absences on the same day, select the plus sign on the left-hand side to add another row for the same date. Follow the same steps above for submission.

See example timesheet below:

Outreach Associate Empl Record 0 Earliest Change Date 10/22/2023

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 10/22/2023 Previous Empl/Job

Scheduled Hours 0.00 Reported Hours 0.00

From 10/22/2023 to 11/04/2023 Show all columns by default

Select for Delete				Date	Status	Quantity	Time / Absence Code	Sched Hrs	Comp Time
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sun	10/22	<input type="text" value=""/>	<input type="text" value=""/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Mon	10/23	<input type="text" value="4.00"/>	<input type="text" value=""/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Tue	10/24	<input type="text" value="4.00"/>	Vacation (FNE)	0.00	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Wed	10/25	<input type="text" value="4.00"/>	<input type="text" value=""/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Thu	10/26	<input type="text" value="4.00"/>	<input type="text" value=""/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Fri	10/27	<input type="text" value="4.00"/>	<input type="text" value=""/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sat	10/28	<input type="text" value=""/>	<input type="text" value=""/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sun	10/29	<input type="text" value=""/>	<input type="text" value=""/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Mon	10/30	<input type="text" value="2.00"/>	Sick Leave (FNE)	0.00	
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>				<input type="text" value="2.00"/>	<input type="text" value=""/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Tue	10/31	<input type="text" value="4.00"/>	<input type="text" value=""/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Wed	11/1	<input type="text" value="4.00"/>	<input type="text" value=""/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Thu	11/2	<input type="text" value="4.00"/>	<input type="text" value=""/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Fri	11/3	<input type="text" value="4.00"/>	<input type="text" value=""/>	0.00	<input type="checkbox"/>
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="🗨"/>	Sat	11/4	<input type="text" value=""/>	<input type="text" value=""/>	0.00	<input type="checkbox"/>

Delete Selected Rows
Submit
Copy from Previous Period

Summary | Pavable Time | Absence Balances | Exceptions