Completing your Timesheet

In UAccess Employee all employees at the University of Arizona are referred to as Time Reporters.

All Time Reporters are required to report information regarding time worked and/or leave time taken.

Your timesheet can be found in the Self Service components of UAccess Employee.

Log in to UAccess Employee:
2. Sign in with your NetID and Password.

Access the Timesheet page:
1. Click the Self Service link.
2. Click the Time Reporting link.
3. Click the Timesheet link.

Log out of UAccess Employee:
1. Click the Logout button.
2. Since WebAuth is used to log in, you must quit the browser to be completely logged out.

There are two kinds of Time Reporters:

<table>
<thead>
<tr>
<th>Positive Time Reporter</th>
<th>Exception Time Reporter</th>
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<td>Hourly (non-exempt) employees are referred to as <strong>Positive Time Reporters</strong>.</td>
<td>Salaried (exempt) employees are referred to as <strong>Exception Time Reporters</strong>.</td>
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Positive Time Reporters must report their time and submit a timesheet in order to be paid. The timesheet includes regular time and may also include leave time.

Exception Time Reporters only file a timesheet when they take time off work.

Remember, once time is entered, you must click the Submit button for your time to be approved.
Frequently Asked Questions

Q. How will I know if my time has been denied?
A. You will get an email if your time approver denies any time you submitted. There is documentation in the online tutorials explaining all emails sent by the system. (See uits.arizona.edu/workshops and click Online Tutorials in the Mosaic section.)

Q. What is the Save for Later button for?
A. You may use the Save for Later button if you want to enter your time every day and submit your time when it is due. Remember, however, that reported time cannot be approved unless it is submitted. You must click the Submit button for your time to be approved.

Q. Do I have to report my time daily?
A. • If you are a Positive Time Reporter you must report hours for each day scheduled. This may be done on a daily basis or at the end of the pay period.
   • If you are an Exception Time Reporter you only report leave time, such as vacation, sick, or jury duty.

Q. Can I submit my time in advance?
A. You can submit leave time up to six pay periods in advance.

Q. Can I fix my time if I make an error?
A. Yes. You may make adjustments to your current timesheet and to the two preceding timesheets.

Q. What if I have more than one job on campus?
A. You will have a timesheet for each job. When you access your timesheet, you will see an intermediary page that lets you choose the job for which you are reporting time.

Q. How do I set my defaults for the View By field?
A. Refer to the online tutorial Setting User Preferences. (See uits.arizona.edu/workshops and click Online Tutorials in the Mosaic section.)

Q. What is PAW?
A. Some Exception Time Reporters are required to report Presence At Work (PAW). To learn more about reporting PAW refer to the online tutorial Reporting Presence At Work (PAW). (See uits.arizona.edu/workshops and click Online Tutorials in the Mosaic section.)

Q. Will I get a reminder email if I don’t fill out my timesheet?
A. Yes. Positive Time Reporters will get a reminder email and then a final warning email if no time has been reported.

References and Resources

• UITS Workshop & Training Team http://uits.arizona.edu/workshops or uitsworkshopteam@listserv.arizona.edu
  Online UAccess Employee Lessons are available through the UITS Workshop & Training Team website. Look for Online Tutorials (Direct Link) in the Mosaic section.
• 24/7 IT Support Center 626-8324 or http://247.arizona.edu or MLK 207 (Mountain Ave. bet. 1st & 2nd Sts.)
• Mosaic Community http://mosaic.community.arizona.edu
• Mosaic Website http://mosaic.arizona.edu
• Mosaic listserv http://mosaic.arizona.edu/mosaic_listserv

Drop-in Labs for Time Reporting—One Week Only!

Date: Location: Drop-in Times:
Monday, September 28, 2009 Student Union, Tucson Room 9:30 a.m. – 5:00 p.m.
Tuesday, September 29, 2009 Student Union, Tucson Room 9:30 a.m. – 5:00 p.m.
Wednesday, September 30, 2009 Student Union, Tucson Room 9:30 a.m. – 5:00 p.m.
Thursday, October 1, 2009 USB room 405 9:30 a.m. – 5:00 p.m.
Friday, October 2, 2009 USB room 405 9:30 a.m. – 5:00 p.m.