

HRS Biweekly Employee Timesheet Entry

This document explains how a biweekly employee such as a student, University Staff or Academic Hourly would log into HRS and enter time.

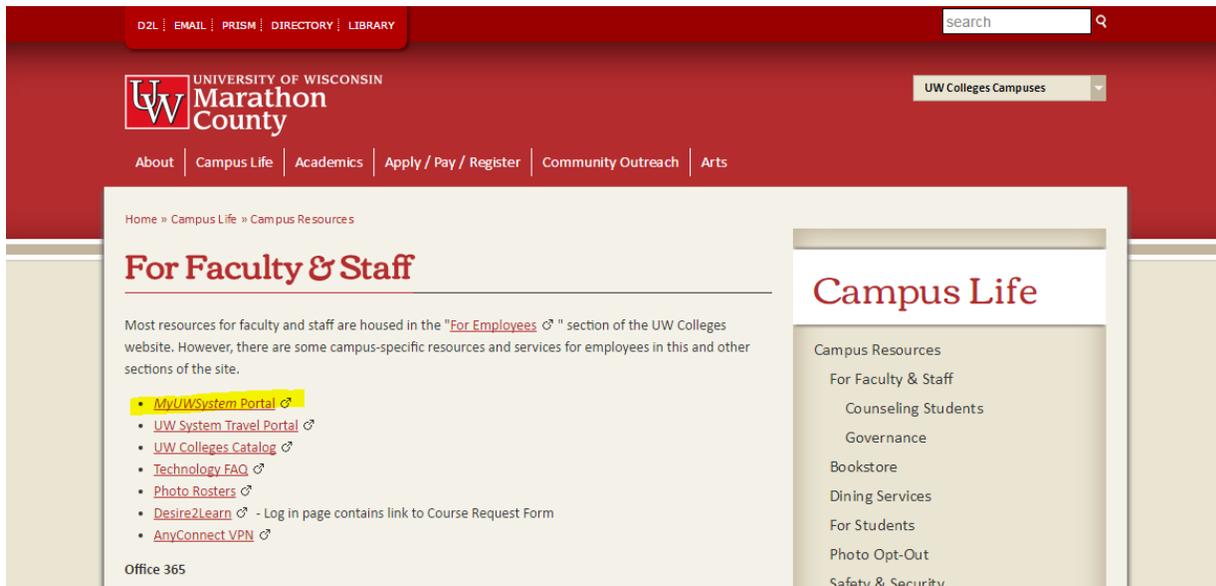
Employees enter HRS through the My UW System Portal (<https://my.wisconsin.edu>).

Select "UW Colleges" or "UW Extension". Employees use their PRISM ID (email username) & password to log in.

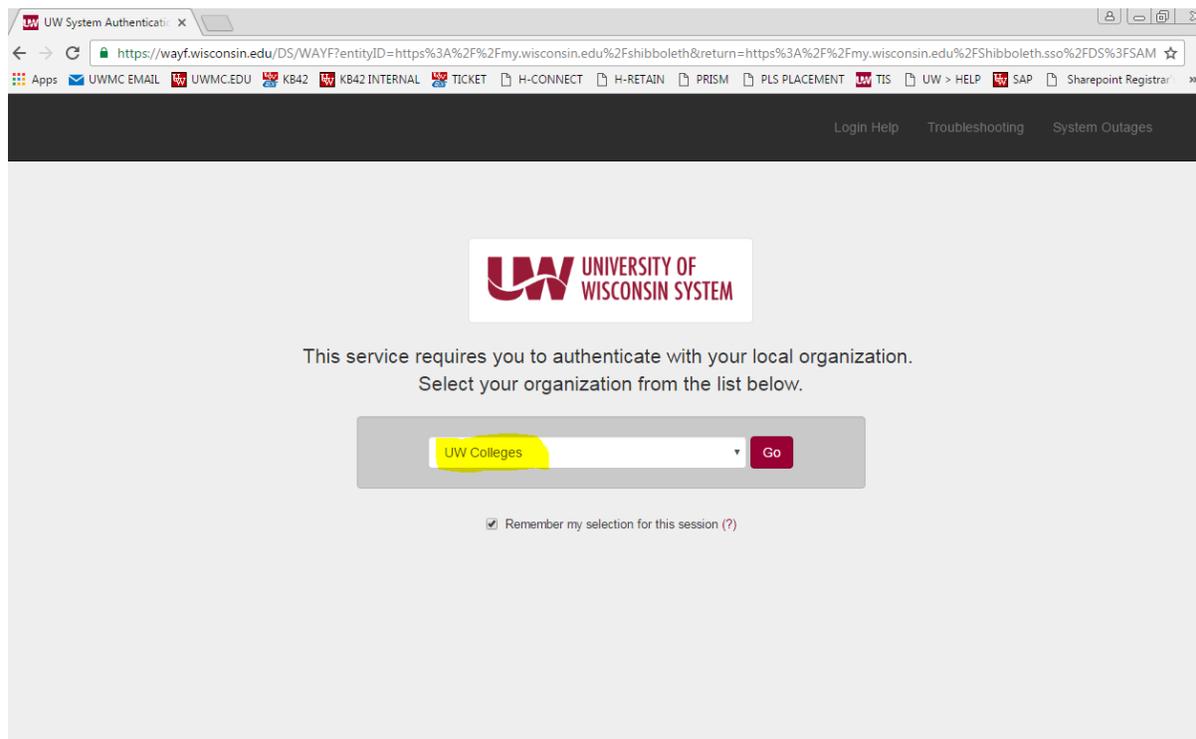
Students can also access their timesheet for entry by visiting the main campus website (i.e. uwmc.uwc.edu)

Select Campus Life> Campus Resources>For Faculty and Staff

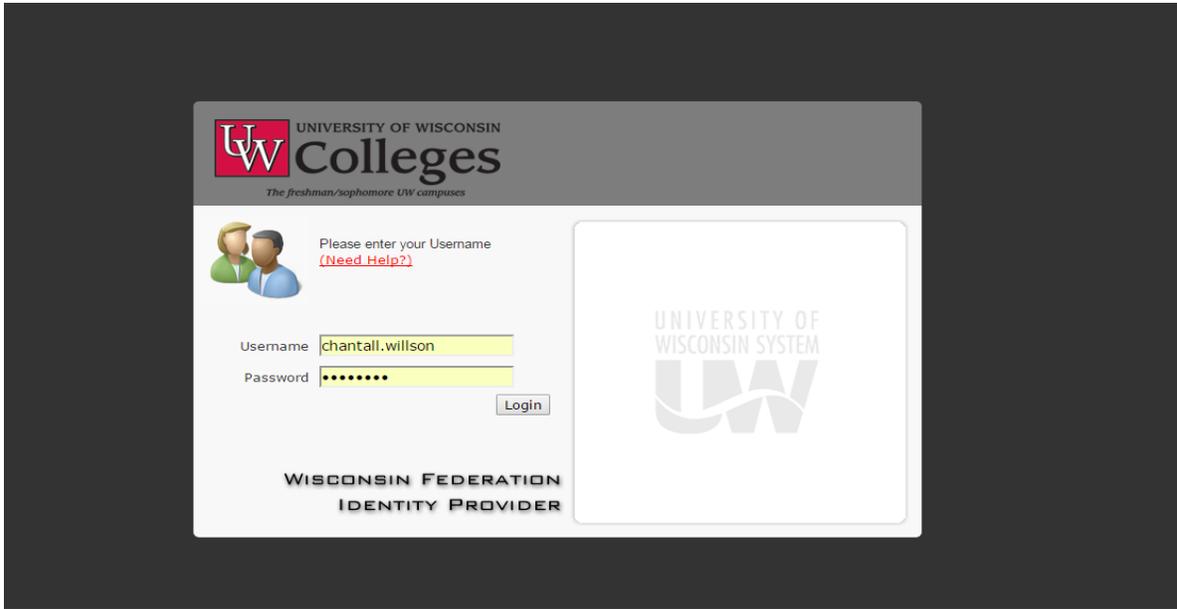
Select: MyUWSystem Portal



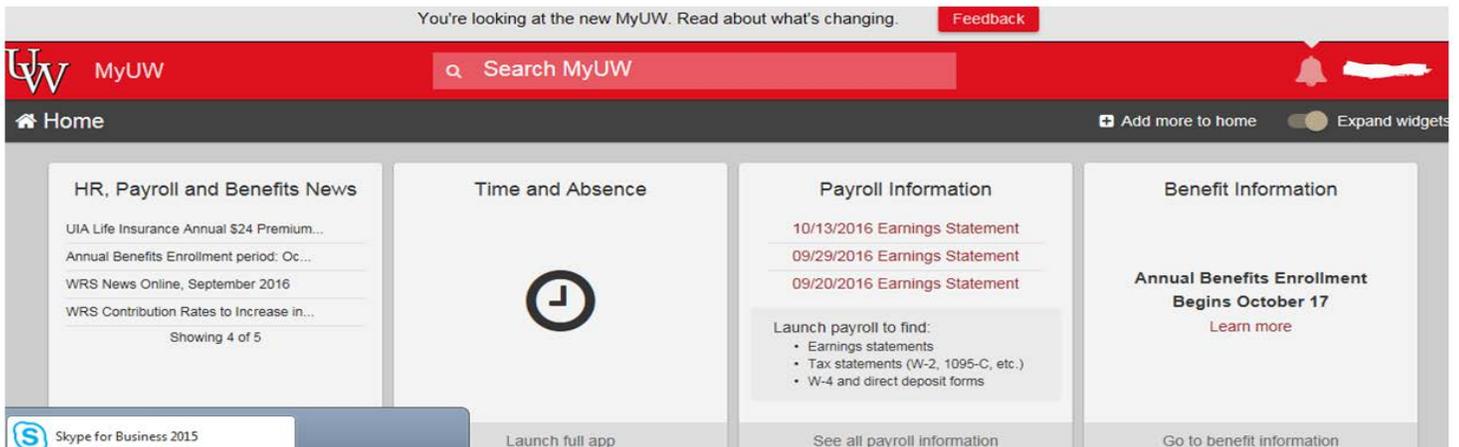
Select: "UW Colleges" or "UW Extension".



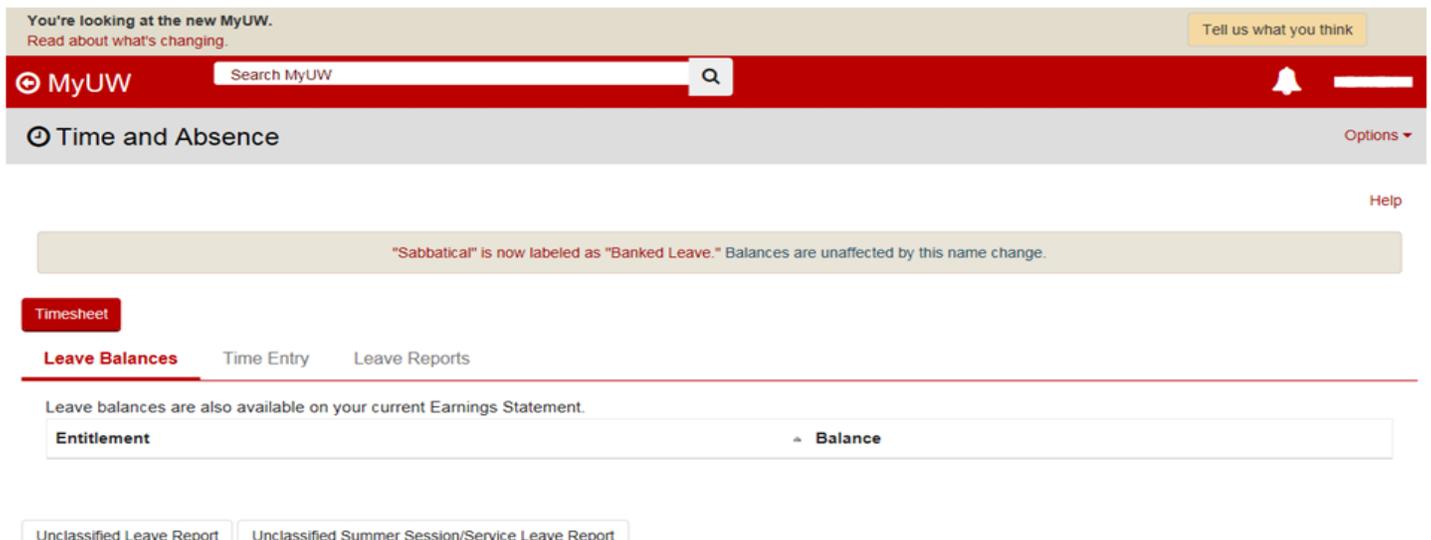
Employees use their PRISM ID (Email Username) & password to log in.



Select the "Time and Absence" button.



Click the red "timesheet" button



When the student comes back to their job after class, they enter their "IN" time in the second "IN" box. When they leave for the day, they enter the time they are done in the second "OUT" box. When clicking on the **Submit** button, the **Punch Total** and **Reported Hours** are updated for that day.

Timesheet

CHESTER
 Job Title: STUDENT HELP I
 EmpID:
 Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 02/13/2011 Refresh << Previous Time Period Next Time Period >>

Populate Time From: Schedule Information

Reported Hours: 6.50 Hours Scheduled Hours: 0.00 Hours

From 02/13/2011 to 02/26/2011

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Task Profile ID	Time Zone
Sun	2/13	New								0.00	UW_DEFAULT		CST
Mon	2/14	Submitted	7:00:00AM	9:30:00AM	2:30:00PM	6:30:00PM	6.50			0.00	UW_DEFAULT		CST

The next day, the student only works for a short time and does not come back after class. In this case, they would only enter time in the First "IN" and the Last "OUT" boxes.

From 02/13/2011 to 02/26/2011

Day	Date	Status	In	Out	In	Out	Punch Total
Sun	2/13	New					
Mon	2/14	Submitted	7:00:00AM	9:30:00AM	2:30:00PM	6:30:00PM	6.50
Tue	2/15	New	7:00:00AM			9:30:00AM	
Wed	2/16	New					
Thu	2/17	New					
Fri	2/18	New					

Below, you can see that after clicking on the **Submit** button, the **Punch Total** for 2/15 is calculated and the **Reported Hours** total is also updated.

View By: Time Period Date: 02/13/2011 Refresh << Previous Time Period Next Time Period >>

Populate Time From: Schedule Information

Reported Hours: 9.00 Hours Scheduled Hours: 0.00 Hours

From 02/13/2011 to 02/26/2011

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity
Sun	2/13	New							
Mon	2/14	Submitted	7:00:00AM	9:30:00AM	2:30:00PM	6:30:00PM	6.50		
Tue	2/15	Submitted	7:00:00AM			9:30:00AM	2.50		

Let's take a look at one more situation common to Student Timesheet. In the following example, the employee basically has three work shifts in one day between classes. There are only four boxes, though.

In the screen shot below they have entered two of their shifts but need to enter one more from 4:30PM to 6:30 PM. To do this, they will have to **Add a Row**.

Timesheet										
Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	
Sun	2/13	New								
Mon	2/14	Submitted	7:00:00AM	9:30:00AM	2:30:00PM	6:30:00PM	6.50			
Tue	2/15	Submitted	7:00:00AM			9:30:00AM	2.50			
Wed	2/16	Submitted	7:00:00AM	9:00:00AM	12:00:00PM	2:00:00PM	4.00			

By scrolling over to the right and making sure to add a row for the correct date, in this case 2/16, the student would click on the **Plus sign** box.

Date		
2/13	-	+
2/14	-	+
2/15	-	+
2/16	-	+

Below you see the employee has entered their third shift for the day. They used only the first "IN" and second "OUT" boxes as they did not leave and return again for a fourth shift. Also notice that the second row does not have a new date by it. Time entered in the second row is still part of Wednesday, 2/16.

View By: Time Period Date: 02/13/2011 Refresh << Previous Time Period Next Time Period >>

Populate Time From: Schedule Information

Reported Hours: 15.00 Hours Scheduled Hours: 0.00 Hours

From 02/13/2011 to 02/26/2011

Timesheet										
Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	
Sun	2/13	New								
Mon	2/14	Submitted	7:00:00AM	9:30:00AM	2:30:00PM	6:30:00PM	6.50			
Tue	2/15	Submitted	7:00:00AM			9:30:00AM	2.50			
Wed	2/16	Submitted	7:00:00AM	9:00:00AM	12:00:00PM	2:00:00PM	4.00			
		Submitted	4:30:00PM			6:30:00PM	2.00			

Important:

Employees should enter and submit their time each work day.

Employees must at least enter and submit their time weekly, on the last day worked in the week.

On the last day of the pay period, ALL time entries must be entered and submitted for timely payroll processing.