

## Overview

### **What is the UW Timesheet?**

The UW Timesheet is an online timesheet available to hourly employees with a UW NetID and access to Employee Self-Service (ESS).

### **What are the benefits of using the UW Timesheet?**

- Convenience—the UW timesheet may be accessed from any computer with an internet connection and is available 24/7. Nice for off-site locations.
- Eliminates the need for the manual routing of timesheets—all time entry and approvals are done online.
- Maintained electronically—no need to store six years of paper timesheets in your office. 1 yr online 6 yrs available
- Eliminates duplication of work—it "does the math" so payroll coordinators don't spend time re-checking addition.
- Handles multiple appointments.
- The UW Timesheet can calculate overtime and track time to budgets
- No more late timesheets – Email Reminders
- Less time spent correcting errors – PC
  - Messy handwriting
  - Built in warnings (over 19.5hrs, working on a holiday)

### **How does the UW Timesheet work?**

- After a department has requested access to the UW Timesheet application, departmental payroll coordinators or timekeepers log in and complete a set up page for each hourly employee that will use the UW Timesheet.
- The next time the employee logs in to Employee Self-Service (ESS), they will see a timesheet tab and can begin entering their hours worked. At the end of each pay period the employee electronically submits the timesheet for approval.
- Approvers log in to their “Work List”—the place where they review the hours that their employees submitted. Approvers may approve the employee’s timesheet, or reject it back to the employee for correction.
- At the end of each pay period, the payroll coordinator runs a Time Entry Report. The Time Entry report displays all the information needed to enter time into ETR/PTR.

## **Roles-**

### **Payroll Coordinator/Timekeeper**

Payroll coordinators may set up timesheets for hourly employees who have active OPUS appointments in payroll unit codes (PUCs) they are authorized to update. Once an employee's timesheet has been set up, the next time the employee logs into Employee Self-Service (ESS), they will have a timesheet link and may begin entering their hours worked. Employees with multiple appointments will see a tab for each position they hold.

### **Using UW Online Timesheet:**

- Make any necessary changes to your employees' OPUS records
- Set up each hourly employee with a UW Online Timesheet
- When you are ready to enter time into PTR:
  - Run the Time Entry Report from the UW Timesheet program.
- Report bugs and make suggestions using the links available throughout the Online Timesheet program

### **How to set up an Employee's Timesheet:**

An employee MUST have an active OPUS appointment before you can set up a timesheet. You may set up timesheets for hourly employees who have appointments in payroll units (PUCs) that you are authorized to update. Employees will have a separate timesheet for each appointment they hold. Once a timesheet has been set up, the employee may access it by logging into Employee Self-Service (ESS).

- Go to: <https://prp.admin.washington.edu/timesheet> and log in as a payroll coordinator. A UW NetID and SecureID are required.
- Enter the employee's EID or enter employee's name and select the PUC (if you have more than one) for the appointment.
- Choose "Set up a new or update an existing timesheet", and click the "Next" button.
- Fill in all required fields and click "Save Timesheet Setup". Detailed descriptions of each field are available from the setup screen, by clicking the blue "?".
- Changes to the set up can be made using the Edit Timesheet Setup button.
- Delete Timesheet Setup will remove all the information entered and allow you to start the setup over again.

[EVAL] UW Timesheet Administration - Setup - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: https://iswww.eval3.cac.washington.edu/timesheet/securid/admin/settingsedit.aspx

Sun 12:00 AM

### 0875 Student Assistant

This appointment is not currently set up to use the UW Timesheet.

#### Appointment Information

PUC: 0090	Rate Type: Hourly	Pay Rate: \$9.60	Leave Plan: N/A	FTE: N/A
Appointing Dept: (05-4256) Library			Job Class: 0875 - Student Assistant	
Start Date: 11/17/2005	End Date: 10/30/2007	Timesheet Start Date: March 1 - 15, 2007		

#### Budget Information [ Show/Hide ]

#### Budget Options

Employee indicates which budgets to charge for hours worked: Yes  No

Check "Yes" if the employee's work is charged to more than one budget and you want the employee to assign time to budgets. The approver can correct or change the employee's entries and has final responsibility for time assigned to budgets.

#### Time Entry Options

Employee enters in/out times:

Employee enters daily hours worked:

#### UW Overtime Rules Group

Overtime calculated based on hours worked over 40 hours per week

#### Timesheet Approvers (minimum of two required) [ Add Approver ]

<input type="text"/>	@u.washington.edu	<input checked="" type="radio"/> Primary <input type="radio"/> Backup	[ Delete ]
<input type="text"/>	@u.washington.edu	<input checked="" type="radio"/> Primary <input type="radio"/> Backup	[ Delete ]

Optional:

Enter a short description (10 characters max) that the employee will use to identify this appointment: 0875

Enter a long description (100 characters max) that the employee will use to identify this appointment: 0875 Student Assistant

[ Save Timesheet Setup ] [ Delete Timesheet Setup ]

Done Local intranet

start Group Age... INBOX - PC... OPUS - Mic... RightNow ... [EVAL] UW... Tera Term ... W\cmanekia... Document1... 2:20 PM

## Employee

After your payroll coordinator has set you up to use the UW Timesheet, you may log into Employee Self-Service (ESS), click the Timesheet link, and begin entering your hours.

You must submit your timesheet at the end of each pay period in order to be paid. At the end of each pay period, click the "Review and Submit Timesheet" button at the bottom of your timesheet to submit the timesheet to your approver.

## Entering Time on UW Timesheet

- Log into Employee Self-Service (ESS) <https://prp.admin.washington.edu/ess/uwnetid/home.aspx>
- Click the timesheet link.
- Enter the hours worked for the pay period.
- Submit your UW Timesheet by your department by the established due date.
- Report bugs and make suggestions using the links provided on the UW Timesheet.
- Include any notes that you wish to show your department using the Add a Note feature. Remember: Once notes are added and saved they become a permanent record of the timesheet. Both you and your approver have the ability to add notes to your timesheet.
- After you submit your timesheet your approver will review your entries. If approved, your timesheet will be sent to your payroll coordinator for payment. **If your approver rejects your timesheet you will need to correct your timesheet and resubmit.**

## Help:

- Help for the UW Timesheet application is available wherever you see a blue "?" or an underlined link.
- You may also send an email to [ess@u.washington.edu](mailto:ess@u.washington.edu)

## Error and Warning Messages

- **Error Messages:** Error messages must be corrected before you can submit your timesheet. (e.g., entering more than 24 hours worked in a day.)
- **Warning Messages:** Warning messages will not stop you from submitting your timesheet, they are a reminder to recheck an entry that is out of the ordinary. (e.g., entering hours worked on a UW holiday.)

Employee Self Service - UW Timesheet - Microsoft Internet Explorer

Address: https://swwwewa3.cac.washington.edu/ess/uwnetid/timesheet.aspx

[Show Calendar](#)
[Review Another Pay Period](#)
[Print Timesheet](#)
[Report Bug or Make Suggestion](#)

**0875 Student Assistant**

**Pay Period: February 16th - 28th, 2007**  
 Status: [Open](#)  
 Submit by: **March 1, 2007**

[Save Changes](#)  
[Add/View Notes](#)

---

**February 16 - 17**

**0875** [Add More In/Out Times](#)

[How To Enter Time](#)

	Sun 2/11	Mon 2/12	Tue 2/13	Wed 2/14	Thu 2/15	Fri 2/16	Sat 2/17	TOTAL
IN TIME								
OUT TIME								
IN TIME								
OUT TIME								
TOTAL HOURS								

---

**February 18 - 24**

**0875** [Add More In/Out Times](#)

[How To Enter Time](#)

	Sun 2/18	Mon 2/19 (UW Holiday)	Tue 2/20	Wed 2/21	Thu 2/22	Fri 2/23	Sat 2/24	TOTAL
IN TIME								
OUT TIME								
IN TIME								
OUT TIME								
TOTAL HOURS								

Employee Self Service - UW Timesheet - Microsoft Internet Explorer

Address: https://swwwewa3.cac.washington.edu/ess/uwnetid/timesheet.aspx

**February 18 - 24**

**0875** [Add More In/Out Times](#)

[How To Enter Time](#)

	Sun 2/18	Mon 2/19 (UW Holiday)	Tue 2/20	Wed 2/21	Thu 2/22	Fri 2/23	Sat 2/24	TOTAL
IN TIME								
OUT TIME								
IN TIME								
OUT TIME								
TOTAL HOURS								

---

**February 25 - 28**

**0875** [Add More In/Out Times](#)

[How To Enter Time](#)

	Sun 2/25	Mon 2/26	Tue 2/27	Wed 2/28	Thu 3/1	Fri 3/2	Sat 3/3	TOTAL
IN TIME								
OUT TIME								
IN TIME								
OUT TIME								
TOTAL HOURS								

[Save Changes](#)  
[Add/View Notes](#)

---

**Review and Submit Timesheet**

**Pay Period: February 16th - 28th, 2007**

Total UW Timesheet Hours for this Pay Period: **0** hours (0 regular, 0 overtime) [How is overtime calculated?](#)

[Review and Submit Timesheet](#)

[Your Timesheet Approvers](#)  
[Your Departmental Payroll Coordinators](#)  
[Your Timesheet Status History](#)

## Approver

A timesheet approver should be someone who has first-hand knowledge of the hours an employee works.

## Approving Timesheets

- Go to: <https://prp.admin.washington.edu/timesheet> and **log in as an approver**.
- From the list displayed, click on an employee's name to review their oldest, submitted timesheet.
- If the hours entered and budgets charged are correct, approve the timesheet by clicking the Approve Timesheet button
- If the hours entered are not correct, reject the timesheet by clicking the Reject Timesheet button. A note explaining why the timesheet was rejected is required. A note screen will appear allowing you to enter the reason for the rejection. After you have entered the note, click Reject Timesheet. This will send the timesheet back to the employee to make the necessary corrections.
- Once the employee has made the necessary corrections to the timesheet, they must resubmit the timesheet for approval.
- Hours allocated to more than one budget can be adjusted at the approval level.

## Help:

- Help for the UW Timesheet application is available wherever you see a blue "?", or an underlined link on the employee's timesheet.
- Please report bugs and make suggestions by using the “Report Bug or Make a Suggestion” link at the top of this page.

## Error and Warning Messages

- **Error Messages:** Error messages must be corrected before a timesheet can be approved. (E.g., hours worked do not match hours allocated to budgets.)
- **Warning Messages:** Employees receive a warning message if they submit a timesheet with an entry that is out of the ordinary. (E.g., entering hours worked on a UW holiday.) When you look at an employee's timesheet, you will see any warning messages attached to it.

# Approver View

Approver Appointment Review - Microsoft Internet Explorer

Address: https://www.wv13.cac.washington.edu/timesheet/uwnetid/appr/approverAptDetail.aspx

[Show Calendar](#) | 
 [Review Another Pay Period](#) | 
 [Return to List](#) | 
 [Print Timesheet](#) | 
 [Help](#)

[Report Bug or Make Suggestion](#)

**Payroll Office Assistant 1** | 
 [Comp Tech](#) | 
 0875 (Not using UW Timesheet) | 
 [Summary](#)

**Pay Period: March 1 - 15** | 
 Status: [Submitted](#) | 
 [Add/View Note](#)

---

**March 1 - 3**

OA1

	Sun 2/25	Mon 2/26	Tue 2/27	Wed 2/28	Thu 3/1	Fri 3/2	Sat 3/3	TOTAL
IN TIME					1:00 PM			
OUT TIME					5:00 PM			
IN TIME								
OUT TIME								
TOTAL HOURS					4			4

All hours for this appointment will be assigned to budget [01-3760 \[Payroll Office\]](#)

---

**March 4 - 10**

OA1

	Sun 3/4	Mon 3/5	Tue 3/6	Wed 3/7	Thu 3/8	Fri 3/9	Sat 3/10	TOTAL
IN TIME			10:00 AM		10:00 AM			
OUT TIME			12:00 PM		12:00 PM			
IN TIME			1:00 PM		1:00 PM			
OUT TIME			5:00 PM		5:00 PM			
TOTAL HOURS			6		6			12

All hours for this appointment will be assigned to budget [01-3760 \[Payroll Office\]](#)

---

**March 11 - 15**

OA1

	Sun 3/11	Mon 3/12	Tue 3/13	Wed 3/14	Thu 3/15	Fri 3/16	Sat 3/17	TOTAL
IN TIME			10:00 AM		10:00 AM			
OUT TIME			12:00 PM		12:00 PM			
IN TIME			1:00 PM		1:00 PM			
OUT TIME			5:00 PM		5:00 PM			
TOTAL HOURS			6		6			12

All hours for this appointment will be assigned to budget [01-3760 \[Payroll Office\]](#)

|

---

**Pay Period: March 1st - 15th, 2007**

[Timesheet Approvers](#) | 
 [Departmental Payroll Coordinators](#) | 
 [Timesheet Status History](#)

**Total UW Timesheet Hours for this Pay Period:** 48 hours (48 regular, 0 overtime) [How is overtime calculated?](#)

**WARNINGS:**

This timesheet is past due and payment will be delayed. The employee was notified to contact your payroll coordinator with any questions. [br\_0013]

This employee has an appointment that isn't using the UW Timesheet [br\_00071]

This employee holds a student hourly or work study position, and worked more than 19.5 hours in a week. [br\_0001]

For help email: [ess@u.washington.edu](mailto:ess@u.washington.edu) or contact the Service Center 8 a.m. - 5 p.m. Monday - Friday at 206-616-3325.

Timesheet Build Number: 6.50.2635.24969 | 
 USER Project icon and link

## Reports/Reminders

### Reports

Time Entry Report – A timesheet listing for the current pay period as well as any unresolved timesheets for previous pay periods.

Custom Report – Used to review the status of timesheets based on pay period and timesheet status. This is also used to help determine discrepancy information for a timesheet with discrepancy status.

### *Time Entry Report*

**Today's date is 8/21** (Cutoff/Calc night for the 8/1-8/15 pay period)

Pay Periods ⚙	W-4 Deadline ⚙	OPUS Changes Must be Completed ⚙	ETR/PT R Window Open ⚙	Additional Pay Request Deadline ⚙	Calculation Night CUTOFF for all On-line Entries ⚙	On-Line Systems Are Unavailable ⚙	Online CK Register Available ⚙	Pay Day ⚙
Aug 1-15	Aug 15	Aug 15	Aug 16	Aug 17	<b>Aug 21</b>	Aug 22	Aug 23	Aug 25

[Timesheet Home](#) | [Time Entry Report](#) | [Create Custom Report](#) | [Print Report](#) | [Refresh List](#)  
[Beta Tester Info](#) | [Help](#) | [Report Bug or Make Suggestion](#)

			For This Budget				Timesheet Info				For All Appts
<a href="#">Name</a>	<a href="#">EID</a>	Pay Rate	Budget	Regular Hours	OT Hours	Total Hours	Appt Description	<a href="#">Earn Date</a>	<a href="#">Timesheet Status</a>	Additional Appointments?	Total OT Hours
Flintstone, Wilma	871000000	\$17.00	74-3760	32.00		32.00	7062 Pasta Maker	08/15/2006	Approved [by jlkallio]	No	
Ruble, Barney	880022222	\$13.65	01-3760	28.00		28.00	7222 Salad Prep	08/15/2006	Approved [by jlkallio]	No	

## Email Reminders

Event	The Rule
Employee reminders	<p>A reminder email is sent the last day of the pay period (the 15<sup>th</sup> and the 30<sup>th</sup> or 31<sup>st</sup>) to any employee with an open timesheet.</p> <p>(Note-the due dates that appear on the UW Timesheet are the 1<sup>st</sup> and the 16<sup>th</sup>)</p>
Approver reminders	<p>Primary and backup approvers will get one email reminder the 2<sup>nd</sup> day after the pay period ends (17<sup>th</sup> &amp; 2<sup>nd</sup>) reminding them to check their work list. A second email will be sent the next day (18<sup>th</sup> &amp; 3<sup>rd</sup>) to primary approvers only <i>if</i> there are submitted timesheets on their Work List to approve.</p> <ul style="list-style-type: none"><li>▪ The first reminder gets sent out one day after the employee reminders (so, on the 2<sup>nd</sup> and the 17<sup>th</sup> of the month).</li><li>▪ The second approver reminder is sent 1 day later (the 3<sup>rd</sup> and the 18<sup>th</sup> day of the month).</li></ul>

**(Payroll coordinators do not get any reminder emails)**

## Timesheet submissions rules

- An employee can submit a timesheet at any point during the pay period as long as there are no future hours on it. E.g., If today is 3/18 and it's the last day the employee is scheduled to work during the 3/16-3/31 pay period, the employee can submit today.
- An employee can submit their hours at any time during the current day. For example: Today is 3/18, and the employee signs in at 8:00 a.m. This employee will be working in the field and won't be near a computer when he gets off work; he may enter 8a-6pm and submit his timesheet at 8:00 a.m.