

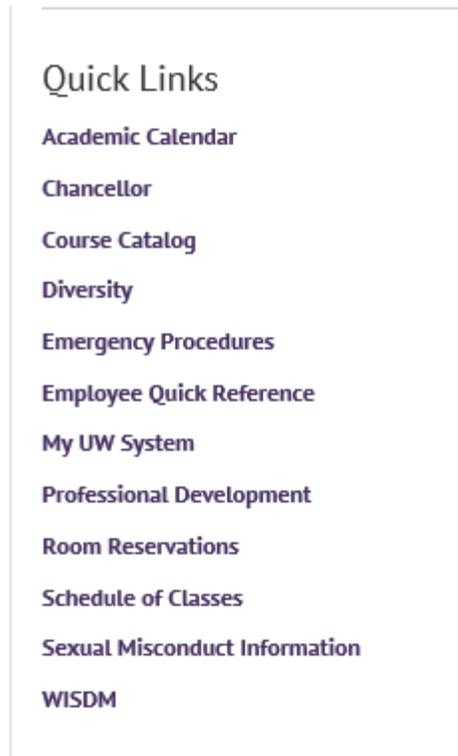
Students: Reporting Time Instructions- Timesheet

Note: ACA hours do not need to be approved. ACA hours are only for record keeping/audit purposes.

1. Go to the UW-Whitewater homepage, <http://www.uww.edu>.
2. Click on the “Faculty/Staff” link, located on the top corner of the home page.



3. Click on the “My UW System” quick link to take you to the UW-Whitewater Portal.



4. Please select "W-Whitewater" as your local organization and click "go" to go to the next window.



This service requires you to authenticate with your local organization.
Select your organization from the list below.

UW-Whitewater

Remember my selection for this session (?)

5. Log in with your netid and password.

**UNIVERSITY OF WISCONSIN
WHITEWATER**

E-Mail WINS D2L Directory Events Calendar Library

Students Faculty/Staff Alumni

Net-ID Login

The resource you requested requires you to authenticate using your UW-Whitewater Net-ID and password.

Username:

[What is my Net-ID?](#)

Password:

[Forgot your password?](#)

Login

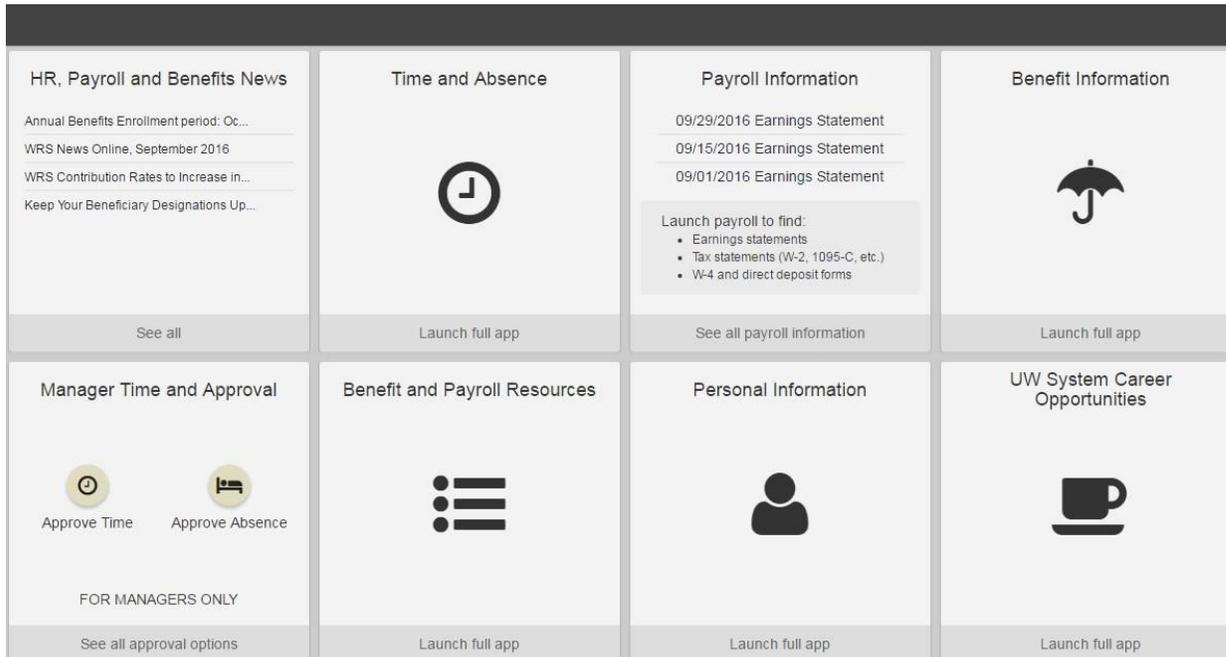
 To ensure proper logout, you must completely close your web browser.

LOCATION
University of Wisconsin-Whitewater
800 West Main Street
Whitewater, WI 53190-1790

CONTACT
Directory Assistance: [262-472-1234](tel:262-472-1234)
TSC Helpdesk: [262-472-4357](tel:262-472-4357)
[Contact UW-W](#)

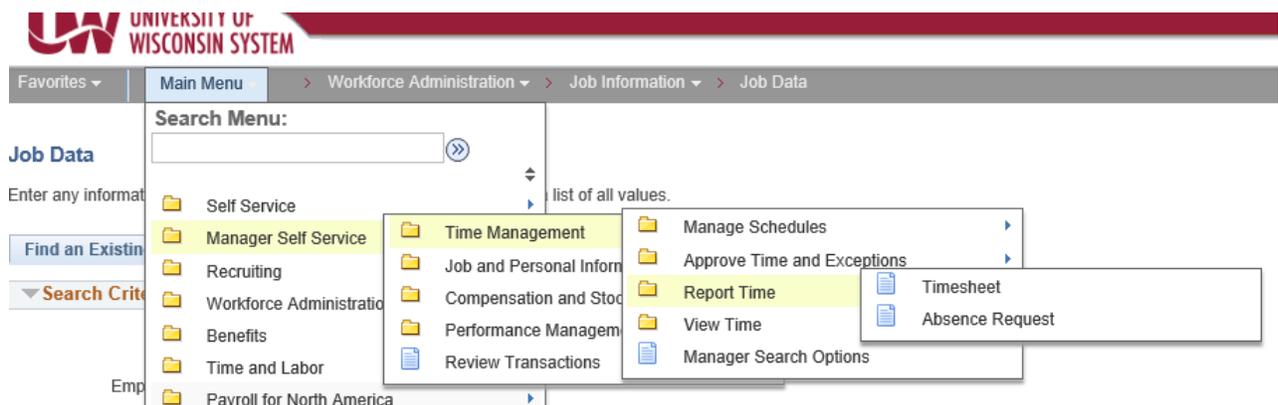
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- Click on the “Approve Time” icon located in the “Manager Time and Approval” box from your UW Portal screen.



- You may need to log in again with your netid and password (like step #4 above). You will be directed to the HR System to enter students’ hours on their timesheet.
- Once you’re in the HR System, please mouse over to your “Main Menu” tab, located on the top left corner of your screen, next to your “Favorite” tab. Please follow this pathway to get to the students’ timesheet:

Main menu → Manager Self Service → Time Management → Report Time → Timesheet



- On the “Timesheet Summary Screen,” please enter these three letters, “STH,” in the “Workgroup” field and click on “Get Employees” to get a list of all the RAs (assigned to you). This list will show up on the bottom of the screen.

Report Time

Timesheet Summary

Employee Selection

Employee Selection Criteria	
Selection Criterion	Selection Criterion Value
Time Reporter Group	<input style="width: 90%;" type="text"/>
	<input style="width: 90%;" type="text"/>
Employee ID	<input style="width: 90%;" type="text"/>
Empl Record	<input style="width: 90%;" type="text"/>
Last Name	<input style="width: 90%;" type="text"/>
First Name	<input style="width: 90%;" type="text"/>
Business Unit	<input style="width: 90%;" type="text"/>
Job Code	<input style="width: 90%;" type="text"/>
Department	<input style="width: 90%;" type="text"/>
Company	<input style="width: 90%;" type="text"/>
North American Pay Group	<input style="width: 90%;" type="text"/>
Workgroup	STH <input style="width: 5%; text-align: center;" type="text"/>

- Select specific student's name to take you to his/her timesheet to enter his/her ACA hours in the quantity box.
- Once you're in the individual student's timesheet, please enter the number of hours that the student has worked in the "quantity" box. If student works 8 hours, then enter 8 hours. Once all hours have been recorded, please click the "Submit" button on the bottom of the page to save everything.

Select Another Timesheet

*View By Calendar Period Previous Period Next Period

*Date 09/17/2017 ↻ ↺

Scheduled Hours 0.00 Reported Hours 0.00

Reported time on or after 09/17/2017 is for a future period.

From 09/17/2017 to 09/30/2017 ?

Add Comments	Day	Date	Reported Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	*Taskgroup	Ta
<input type="text"/>	Sun	9/17	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.00	UW_DEFAULT	<input type="text"/>
<input type="text"/>	Mon	9/18	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	8	0.00	UW_DEFAULT	<input type="text"/>
<input type="text"/>	Tue	9/19	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.00	UW_DEFAULT	<input type="text"/>
<input type="text"/>	Wed	9/20	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.00	UW_DEFAULT	<input type="text"/>
<input type="text"/>	Thu	9/21	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.00	UW_DEFAULT	<input type="text"/>
<input type="text"/>	Fri	9/22	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.00	UW_DEFAULT	<input type="text"/>
<input type="text"/>	Sat	9/23	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.00	UW_DEFAULT	<input type="text"/>
<input type="text"/>	Sun	9/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.00	UW_DEFAULT	<input type="text"/>
<input type="text"/>	Mon	9/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.00	UW_DEFAULT	<input type="text"/>
<input type="text"/>	Tue	9/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.00	UW_DEFAULT	<input type="text"/>
<input type="text"/>	Wed	9/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.00	UW_DEFAULT	<input type="text"/>
<input type="text"/>	Thu	9/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.00	UW_DEFAULT	<input type="text"/>
<input type="text"/>	Fri	9/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.00	UW_DEFAULT	<input type="text"/>
<input type="text"/>	Sat	9/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>		0.00	UW_DEFAULT	<input type="text"/>

01 REG00 - Regular Hours

03 SD225 - Standby (2.25 per hour)

05 CTUSE - Comp Time Taken

07 ACAHW - ACA Worked Non-Paid Hours

09 HOLWK - Holiday Worked

15 ALTWK - Alternate Work Week-Reg Hours

19 CB200 - Call Back 2 Hour Minimum

24 CTFML - Comp Time for FMLA

25 CTFPAY - Comp Time Payout

34 INCLP - Inclement Weather with pay

61 TRMCT - Term Pay-Comp Time

62 TRMLH - Term Pay-Legal Holiday TL