

Wisconsin School of Business: How to Enter your Student Hourly Time

The purpose of this document is to walk-through the steps it takes to enter student hourly time. If you have any further questions regarding this process, please contact Jennifer Regan in the School of Business Human Resources Office at jregan@bus.wisc.edu.

1. Go to www.wisc.edu and log in to **MyUW**.



2. Click on the **Work Record** tab.

NOTE: You must have access to the Work Record tab in order to record your time. This will only happen after your student hourly form has been turned into HR. You will receive an email once your job appointment has been set up in the system.



3. In the **Time and Absence** section, click on the **Timesheet** link.

Time and Absence

The new Firefox 19 PDF viewer renders My UW statements unreadable. See workaround instructions

Timesheet

Leave Balance | Time Entry | Leave Reports

Balances as of the last pay check

	Entitlement
Legal Holiday Balance YTD	
Personal Holiday Balance	
Sabbatical Balance	
Sick Leave Balance (class)	
Vacation Allocation Balance	
Vacation Carryover Balance	

[Unclassified Leave Report](#)

4. You will be prompted to choose your UW campus. Choose **University of Wisconsin – Madison** and click **Select**.

UNIVERSITY OF WISCONSIN SYSTEM
UW

UW SYSTEM

UW System Home -- Authentication Redirector

Select your organization

This service requires you to authenticate with your local organization, please select it from the list below.

- University of Wisconsin - Colleges
- University of Wisconsin - Eau Claire
- University of Wisconsin - Extension
- University of Wisconsin - Green Bay
- University of Wisconsin - La Crosse
- University of Wisconsin - Madison
- University of Wisconsin - Milwaukee
- University of Wisconsin - Oshkosh
- University of Wisconsin - Parkside
- University of Wisconsin - Platteville
- University of Wisconsin - River Falls
- University of Wisconsin - Stevens Point
- University of Wisconsin - Stout
- University of Wisconsin - Superior
- University of Wisconsin - System Administration
- University of Wisconsin - Whitewater

Select

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5. If you have multiple jobs on campus, you will be prompted to choose the job for which you would like to record time.
6. Enter the hours you worked using the outside In and **Out** columns if you work for one uninterrupted time during the day. (Shown below)
7. If you worked two different times during the same day (ex. You worked in the morning, left for class, then returned to work), use all of the **In** and **Out** columns.
8. Click **Submit** to save and store your hours for approval. Make sure to do this after every update you make to your timesheet.

From 03/11/2012 to 03/25/2012

Timesheet

Day	Date	Status	In	Out	In	Out	Punch Total
Sun	3/11	New					
Mon	3/12	New					
Tue	3/13	Submitted	11:00:00AM			3:00:00PM	4.00
Wed	3/14	Submitted	6:45:00PM			5:30:00PM	1.25
Thu	3/15	Submitted	12:00:00PM			3:15:00PM	3.25
Fri	3/16	New					
Sat	3/17	New					
Sun	3/18	New					
Mon	3/19	New					
Tue	3/20	Submitted	12:00:00PM			3:45:00PM	3.75
Wed	3/21	New					
Thu	3/22	Submitted	12:00:00PM			4:00:00PM	4.00
Fri	3/23	New					
Sat	3/24	New					
Sun	3/25	New					

[Summary of Hours](#)
 [Absence Event - click to view](#)
 [Reported Hours Summary - click to view](#)
 [Balances - click to view](#)

9. Close out of Timesheet by closing your browser or browser tab.

OTHER CONSIDERATIONS FOR ENTERING TIME

- All student hourly workers are paid on a bi-weekly pay schedule. All pay schedules, as well as the check payable date, are included in the chart below. When you log into timesheet, you will see only the current pay period in which to record your time.
- Using the Timesheet, you can enter the hours before or after the shift that you worked, as long as you record it prior to the end of the pay period. Once a new pay period begins, you will no longer be able to record time for a previous pay period.
- If you forget to enter your time for a previous pay period, you must contact your supervisor in order for them to enter your time for you. Hours entered in this way will be processed on the next pay period.
- Record your time based on the quarter hours (8:00, 8:15, 8:30, 8:45)

PAY PERIOD	PAY RUN ID	PAY PERIOD	PAY DATE
Jan A	2014BW01A	12/29/2013 - 01/11/2014	01/23/2014
Jan B	2014BW01B	01/12/2014 - 01/25/2014	02/06/2014
Feb A	2014BW02A	01/26/2014 - 02/08/2014	02/20/2014
Feb B	2014BW02B	02/09/2014 - 02/22/2014	03/06/2014
Mar A	2014BW03A	02/23/2014 - 03/08/2014	03/20/2014
Mar B	2014BW03B	03/09/2014 - 03/22/2014	04/03/2014
Apr A	2014BW04A	03/23/2014 - 04/05/2014	04/17/2014
Apr B	2014BW04B	04/06/2014 - 04/19/2014	05/01/2014
May A	2014BW05A	04/20/2014 - 05/03/2014	05/15/2014
May B	2014BW05B	05/04/2014 - 05/17/2014	05/29/2014
May C	2014BW05C	05/18/2014 - 05/31/2014	06/12/2014
Jun A	2014BW06A	06/01/2014 - 06/14/2014	06/26/2014
Jun B	2014BW06B	06/15/2014 - 06/28/2014	07/10/2014
Jul A	2014BW07A	06/29/2014 - 07/12/2014	07/24/2014
Jul B	2014BW07B	07/13/2014 - 07/26/2014	08/07/2014
Aug A	2014BW08A	07/27/2014 - 08/09/2014	08/21/2014
Aug B	2014BW08B	08/10/2014 - 08/23/2014	09/04/2014
Sep A	2014BW09A	08/24/2014 - 09/06/2014	09/18/2014
Sep B	2014BW09B	09/07/2014 - 09/20/2014	10/02/2014
Oct A	2014BW10A	09/21/2014 - 10/04/2014	10/16/2014
Oct B	2014BW10B	10/05/2014 - 10/18/2014	10/30/2014
Nov A	2014BW11A	10/19/2014 - 11/01/2014	11/13/2014
Nov B	2014BW11B	11/02/2014 - 11/15/2014	11/26/2014
Nov C	2014BW11C	11/16/2014 - 11/29/2014	12/11/2014
Dec A	2014BW12A	11/30/2014 - 12/13/2014	12/23/2014
Dec B	2014BW12B	12/14/2014 - 12/27/2014	01/08/2015
Jan A	2015BW01A	12/28/2014 - 01/10/2015	01/22/2015