Web Time Sheet Entry for FYI / Reviewers
Quick Reference Guide

1. Login to UAOnline at https://uaonline.alaska.edu
2. Select Employee Services
3. Select Time Sheet
4. Select Approve or Acknowledge Time
5. Click Select
6. Select Pay Period from drop-down menu
7. Select preferred Sort Order
8. Click Select
9. In the Pending section, click an employee’s name
10. Review the employee’s time sheet
11. Select Acknowledge (per campus HR office instructions)
12. Select Next to review other pending time sheets
13. Select Previous Menu to view listing of employee time sheets
14. Select LOG OUT… link at the top-right of your screen

NOTE: Always log out of UAOnline using the "LOG OUT..." link found in the top-right of your screen. This action prevents others from accessing your account through a browser tab or window that you may have left open. Just closing your browser tab or window does not log you out of UAOnline.

To help protect your personal information:
- Clear your browser history
- Configure your browser to delete the history when it closes
- If this is a shared (lab) computer, logoff
- If this is a public computer, change your password