Welcome! This is an overview of the electronic timesheet process for the timesheet FYIs or reviews. This is an optional workflow in the web timesheet process for fiscal officers or other related staff who are interested in reviewing timesheet information during the submission process. This workflow does not impact the timesheet approval and payroll processes.

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Open your preferred web browser and go to: https://uaonline.alaska.edu/

Log in to the secure area using your 8 digit UA ID and your PIN, if you don’t know your PIN use the links on the login page to reset your PIN.

1. **UA ID: your university ID**
2. **PIN: The UAOnline PIN**
3. **Hit the Login button**
2. **Click the Employee tab or use the Employee Services link**

3. **Click the “Time Sheet” link at the top of the list.**
4. **Select “Approve or Acknowledge Time”**

If you want to select “Access my time sheet,” refer to *Electronic timesheets Step by Step for Employees* to continue completing your own timesheet.

If you have multiple departments to review and leave the “Approve all Departments” box unchecked, then you will have the option to select which department you want to review. This box is checked as a default setting in the program.

The “Act as Superuser” check box is reserved for MAU payroll offices and select HR staff.

5. **Click the Select Button**

![Time Sheet/Leave Request/Proxy](image)
On the Selection Page:

6. **Select the appropriate pay period using the drop down menu under Pay Period.**
7. **Select the Sort Order in which you would like to review the timesheets, the default has employees sorted by timesheet status.**
8. **Make your choices and hit the Select button.**
The FYI sees the exact same screen that the Approver does on the Summary page. The FYI viewer has the only option to “acknowledge” the employee’s timesheet (FYI); not “approve” the timesheet. The FYI viewer sees which employees have submitted their timesheets for approval (Pending), which are Approved, In Progress, and Not Started. Other categories available to view are the name of the employee, the type of work they do, what action is required by you and the hours worked.

This workflow informs the timesheet approver and other’s in the process that the timesheet has been reviewed by you. The timesheet will feed to payroll with or without the FYI acknowledgement.

9. To review an employee’s timesheet click on the employee’s name.
Employee Detailed Information will open up.
Information you will see is the employee's position information, the hours and funding recorded by the employee, comments that exist with the timesheet, status of the routing queue, the account default distribution, and leave balances if the employee is leave eligible.

10. Review the timesheet. You may click the “Acknowledge” button if you would like to document that you've reviewed the timesheet, however this action is not required. Click the Next button to view the next timesheet in the queue.

If you discover an error on the timesheet, contact the employee by phone or email and inform them of the error and the due date for correction.
Button Explanations:

- **Previous menu:** Takes you back to the Summary Page.
- **Acknowledge:** Records acknowledgement that the FYI person has reviewed the timesheet. This step is not required and does not impact the workflow of the timesheet approval and payroll process.
- **Next:** Advances to the next employee in the queue.

11. Once you have acted on all the available timesheets, use the “Previous Menu” button to return to the Summary page.
12. Exit UAOnline via the “exit” link in the upper right hand corner of the page.
Quick Step Guide:

- Login to UAOnline: https://uaonline.alaska.edu
- Select Login to Secure Area
- Select Employee Services
- Select Timesheet
- Select “Approve or Acknowledge Time”
- Click Select
- Pick pay period from drop down menu (Pay Period and Status)
- Click Select
- Click the employee’s name to be approved
- Review the timesheet
- Optional “Click Acknowledge”
- Click Next to continue through queue of pending timesheets