Web Time Sheet Entry for Approvers and Proxies
Quick Reference Guide

1. Login to UAOnline at https://uaonline.alaska.edu
2. Select Employee Services
3. Select Time Sheet
4. Select the button next to Approve or Acknowledge Time under “My Choice”
   a. Select Proxy Set Up to setup proxy or proxies (if you have not done so)
   b. If acting as Proxy, select Approver name from Act as Proxy list
5. Click Select
6. Select Pay Number from drop-down menu
7. Select preferred Sort Order
8. Click Select
9. In the Pending section, click on an employee’s name
10. Review the employee’s time sheet
11. If time sheet is correct, select Approve
12. If time is incorrect, select Add Comment (write an explanation for returning the timesheet) and then Return for Correction
13. Select Next or Previous to review other pending time sheets
14. Select Previous Menu to return to the Department Summary page
15. Verify “Approved” status is displayed for time sheets you approved
16. 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