

Web Time Sheet Entry Step by Step Instructions for Exempt Employees

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Welcome! This document is an overview of the web (electronic) time sheet entry process for Exempt Employees.

To complete and submit your time sheet:

- Open your preferred web browser and go to UAOnline at <http://uaonline.alaska.edu>.
- Select “Login to the Secured Area (Students, Staff, & Faculty).”
- On the User Login page, enter your UA ID and your PIN.
- Select “Login.”

Don't know your UA ID? Select the “look up your ID here” link on the User Login page.

Forgotten your PIN? Enter your UA ID, leave the PIN field blank, and select “Forgot PIN?” to answer your security question to login.

Select the “Help” link for login assistance.

User Login

By logging in you agree to follow the University of Alaska Board Regents [Information Resource Policy](#).

Enter your **8-digit UA Identification Number (3xxxxxxx)** in the **UA ID** box below
Enter your Personal Identification Number (PIN).

When finished, click Login.
- If you do not know your UA ID number, [look up your ID here](#).
- If you have forgotten your PIN, enter your 'UA ID', leave the 'PIN' blank, and click the 'Forgot PIN?' button.
- For additional information on logging in, use the [HELP](#) link.

When you are finished, please log out and close your browser to [protect your privacy](#).

UAOnline regular maintenance occurs every Friday from 8:45 PM until 9:15 PM.
UAOnline services are unavailable during that period.

How to log in to UAOnline

UA ID: ←
PIN:

RELEASE: 8-4.1

1. Click the “Employee” tab or the “Employee Services” link.

Personal Information Employee ←

Welcome, Elroy J. Jetson, to UAOnline PREP!
Last web access on May 23, 2011 at 10:36 am

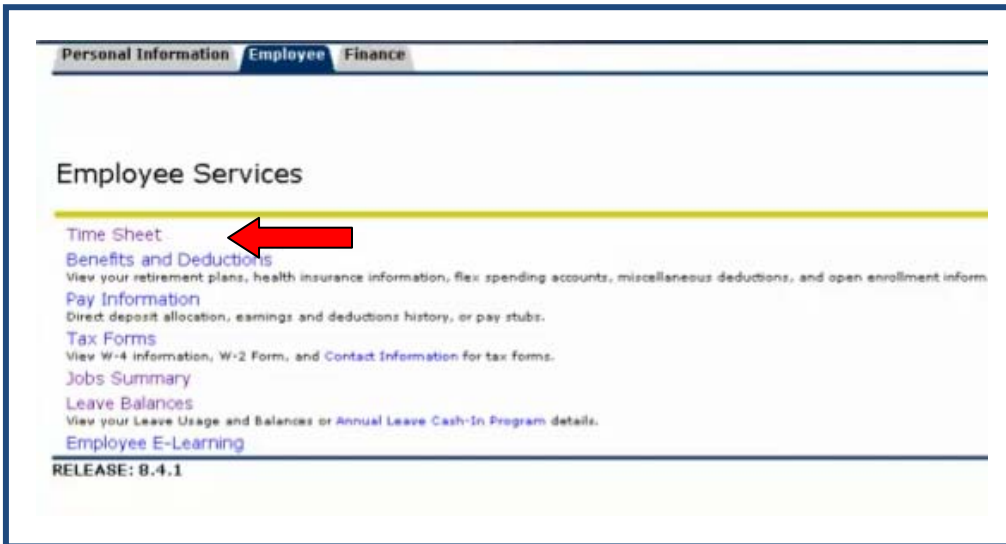
Employee Services ←
Time sheets, time off, benefits, [UAF forms, UAF forms, W2 and T4 forms, W4 data.](#)

Personal Information
View or update your address(es), phone number(s), e-mail address(es), emergency contact informat profile .

Finance Menu
Direct Deposit Services

UAA Blackboard UAF Blackboard UAS Online
UAA Email UAF & SW Email UAS Email

2. Click the “Time Sheet” link at the top of the list.



You should now be at the Time Sheet Selection page.

If you have more than one job, all of your jobs will be listed with the most recent at the top. A separate time sheet is required for each job assignment.

3. Make your selection using the radial button(s) under “My Choice.”

In the drop-down menu, you can see all of your time sheets that have been completed, approved, or are available for completion in UAOnline. You will be able to view older time sheet data in this list, as web time sheet history becomes available. Each time sheet is marked with one of the following statuses:

- Not Started: Not yet started by the employee.
- In-Progress: Currently being completed by the employee.
- Pending: Employee has completed and submitted the time sheet, which is awaiting approval by the time sheet approver.
- Approved: Approved and submitted to HR for review and processing.
- Completed: Fully processed and no longer available for editing.

You can modify your time sheet at any point in the payroll process before the employee submission deadline has passed. If your time sheet is returned for corrections by the approver, you must modify the time sheet quickly and re-submit it to the approver. Allow ample time for the approver to review and approve your time sheet before the approver’s submission deadline. Submission deadlines for employees and approvers are available at http://www.alaska.edu/files/hr/wte_submission_schedule.pdf.

If changes need to be made to your time sheet but it’s already in an “Approved” status, you must contact your time sheet approver so they can return your time sheet to you for changes. If the time sheet is already in a "Completed" status, then it is no longer available for correction. You must then complete a revised paper time sheet with the corrections to the web time sheet.

4. Using the drop-down menu under "Pay Period and Status," select the time sheet you want to complete.

5. Click the "Time Sheet" button.

Note: You will be able to report time up to one pay period in advance of the current pay period. This may be necessary for an employee who will be on going on extended leave or going into the field to work.

Time Sheet Selection

Select the radial button in the "my choice" column next to the job for which you'd like to view the time sheet. Choose a time sheet period from the list below. If the time sheet period you want is not listed below, verify the time sheet availability date on the [submission schedule](#). If you have any questions or need further assistance, please contact your department administrator or supervisor.

Title and Department	My Choice	Pay Period and Status
Crafts & Trades II (CT2), 880608-00 Butrovich Bldg 2nd Floor, T800	<input checked="" type="radio"/>	Oct 07, 2012 to Oct 20, 2012 (R22) Pending
Maintenance Serv Worker (MSW1), CR0001-00 Butrovich Bldg 2nd Floor, T800	<input type="radio"/>	Oct 07, 2012 to Oct 20, 2012 (R22) Pending

[[Leave Balances](#) | [Job History](#) | [Time Sheet Reminder E-mail](#)]

On the Time Sheet page, the Fund Name(s), Fund code(s), Orgn code(s), and Percent (of Effort) default from your job record for the pay period. You may resize the time sheet to fit within your browser view by pressing the Ctrl button and the plus (+) or minus (-) key to zoom in or out; you may also slide your mouse scroll wheel up or down while pressing the control button on your keyboard.

NOTE: If your default fund and/or orgn codes are incorrect, please contact your Personnel Payroll Assistant (PPA) or Cost Center Clerk (CCC) to make the necessary corrections via the Labor Distribution Change Process.

Time Sheet for Workflow UAA Exempt

Use your mouse or tab key to navigate to the date column of the earnings code/fund/orgn line to enter time. Enter the actual hours worked on the actual days worked. For instructions on how to enter time, an earnings code descriptions list, a chart converting minutes to decimals, submission timelines, and other helpful documents, please visit the [Web Timesheet Entry web page](#).

If your screen size does not accommodate your entire time sheet, you can use Ctrl+ and Ctrl- to zoom the page in and out in most browsers.

If you have suggestions for improving the web time sheet process, please [provide feedback to the project team](#).

Time Sheet
Title and Number: Systems/Software Engineer -- 250689-00 **Time Sheet Period:** Oct 21, 2012 to Nov 03, 2012 (R23)
Employee Class: XR -- Exempt Staff - Regular **Scheduled Pay Date:** Nov 16, 2012
Department and Number: Chancellor's Office -- T760 **Submit By Date:** Nov 05, 2012 by 12:00 PM

[View Default Labor Distribution](#)

Reportable Leave Usage

# Earnings Code	Total	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat	28 Sun	29 Mon	30 Tue	31 Wed	01 Thu	02 Fri	03 Sat
1															
2															
3															
Total:															

Percent of Effort (Oct 21, 2012 - Nov 03, 2012)

# Fund Name	Fund	Orgn	Percent
4 FC DDC Design & Constr Recharge	173023	50214	100
5			
6			
7			
Total:			100













Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: R.6

6. Searching for Fund or Orgn (Organization) Codes:


If you need to look up a Fund Code or an Orgn Code, click the magnifying glass and a search window will pop up. An example is shown below.

Percent of Effort (Oct 21, 2012 - Nov 03, 2012)

#	Fund Name	Fund	Orgn	Percent
4	FC DDC Design & Constr Recharge	173023	50214	100
5				
6				
7				
Total:				100

- Click on the magnifying glass to look up additional fund and orgn codes.
- A search window will open (example below).
- Enter a search word in the Fund Name.
- Click the "Search" button.
- Results will populate in the same search box.
- Click the link under the fund name and the appropriate fund and orgn codes will automatically populate the time sheet fields.

Fund Search

 Search is case insensitive. A percent sign (%) may be use

Fund Name:

Fund Code:

Researcher Last Name:

Researcher First Name:

Sort By:

Search Results

Fund Name	Fund Code	Resear
AADC - Environmental Quality	230652	Robinsc G
AADC ORLV-2 Environmental Monitoring	230689	Robinsc G
AK Dept of Environ Conserv ESA 6%	292016	Robinsc G
AK Dept of Environ Consvr ESA 32.1%	292015	Robinsc G
Biological Text Environments-Canty	242202	Robinsc G

If a change in your job record occurs at any time during the pay period, you may see more than one "Percent of Effort" block on your time sheet. A "warning" message may be displayed at top of the time sheet explaining the reason for the multiple records.

Time Sheet for Fairbanks Test ACCFT9

Use your mouse or tab key to navigate to the date column of the earnings code/fund/orgn line to enter time. Enter the actual hours worked. For more information on how to enter time, please visit the [Web Timesheet Entry web page](#).

If your screen size does not accommodate your entire time sheet, you can use Ctrl+ and Ctrl- to zoom the page in and out in milliseconds.

If you have suggestions for improving the web time sheet process, please [provide feedback to the project team](#).

⚠ A pay rate change is effective on Oct 11, 2012. ←

Time Sheet
Title and Number: Term Instructor -- 240120-00
Employee Class: A9 -- UAFT Union - Regular - <12 mo
Department and Number: RC - TVC Part Time Fac & TA -- T163

[View Default Labor Distribution](#)

Reportable Leave Usage

#	Earnings Code	Total	07 Sun	08 Mon
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:		<input type="text"/>	<input type="text"/>	<input type="text"/>

Percent of Effort (Oct 07, 2012 - Oct 10, 2012)

#	Fund Name	Fund	Orgn	Percent
4	Periglacial Geomorphology Analyses	360201	48026	100
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:				100

Percent of Effort (Oct 11, 2012 - Oct 20, 2012)

#	Fund Name	Fund	Orgn	Percent
8	Periglacial Geomorphology Analyses	360201	48026	100
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:				100

Indicates a change with the set-up of your job has occurred.

Time Sheet Selection | Restart | Comments | Save | Submit for Approval

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.6

7. Recording Leave Usage:

- a. Pick the appropriate leave Earnings Code from the drop down menu (if appropriate).
- b. Enter the leave hours taken on the appropriate day(s).

Time Sheet for Workflow UAA Exempt

Use your mouse or tab key to navigate to the date column of the earnings code/fund/orgn line to enter time. Enter the actual hours worked on the actual days worked. For instructions on how to enter time, an earnings code descriptions list, a chart converting minutes to decimals, submission timelines, and other helpful documents, please visit the [Web Timesheet Entry web page](#).

If your screen size does not accommodate your entire time sheet, you can use Ctrl+ and Ctrl- to zoom the page in and out in most browsers.

If you have suggestions for improving the web time sheet process, please [provide feedback to the project team](#).

Time Sheet
Title and Number: Systems/Software Engineer -- 250689-00 **Time Sheet Period:** Oct 21, 2012 to Nov 03, 2012 (R23)
Employee Class: XR -- Exempt Staff - Regular **Scheduled Pay Date:** Nov 16, 2012
Department and Number: Chancellor's Office -- T760 **Submit By Date:** Nov 05, 2012 by 12:00 PM

[View Default Labor Distribution](#)

Reportable Leave Usage

#	Earnings Code	Total	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat	28 Sun	29 Mon	30 Tue	31 Wed	01 Thu	02 Fri	03 Sat
1																
2	L- Annual Leave (500)															
3	L- Sick Leave (550)															
	L- Leave Without Pay (651)															
	L- Family Medical Leave (601)															
	L- Administrative Leave (465)															
	L- Jury Duty Leave (440)															
	L- Military Leave (450)															

Nov 03, 2012

#	Fund	Orgn	Percent
4	ng 230689	12030	100
5			
6			
7			
Total:			100

Time Sheet Selection Restart Comments Save Submit for Approval

Submitted for Approval By:
Approved By:
Waiting for Approval From:

8. Deleting an Entire Line:

- a. Select the Earnings Code drop-down menu, scroll to the top of the list, and select the blank line. All details in that line will be removed.

9. What is the Default Labor Distribution Link?


Time Sheet for Workflow UAA Exempt

Use your mouse or tab key to navigate to the date column of the [submission timelines](#), and other helpful documents, please visit t

If your screen size does not accommodate your entire time sheet

If you have suggestions for improving the web time sheet proces

Time Sheet
Title and Number:
Employee Class:
Department and Number:

[View Default Labor Distribution](#) 

Reportable Leave Usage

#	Earnings Code
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>

Total:

If you change the Fund Code and/or Orgn Code on the time sheet and need to see what your default distribution looks like, click the “**View Default Labor Distribution**” link. A pop-up window will open showing your default job information. If the default funding changes during a pay period, the details will also be displayed in the detail window.

Default Labor Distribution

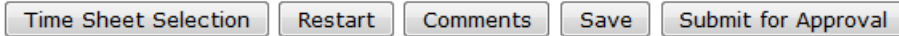
Effective Aug 01, 2010

Fund Name	Orgn Name	Fund	Orgn	Percent	Hours/Units per Day	Hours/Units per Pay
UAF General Funds	FC Institutional Research Office	103010	50230	100	2	20

RELEASE: B.3UA

10. Entering Comments:

You can submit comments with your time sheet to explain anything unusual about your hours to your time sheet approver. *Caution: All comments will be saved in the time sheet history and can be viewed by users with permissions to access/view your time sheet (such as your approver, your department's payroll assistant, your department's fiscal officer, and your regional payroll office).*

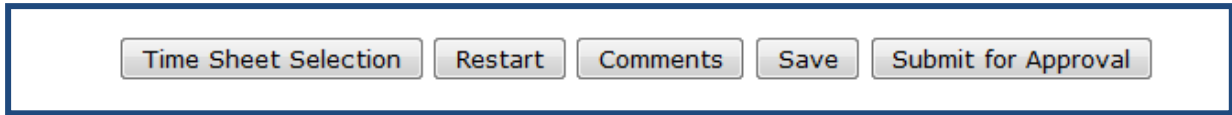


- a. Click the "Comments" button
- b. A box will open to enter comment in the text box



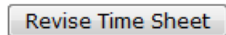
- a. Type your message in the text box.
- b. Click "Save" to record your comment in the time sheet database.
- c. Click the "Previous Menu" button to return to the time sheet.
- d. Note: A warning message is added to the time sheet: "Comments exist for this time sheet."





Button Explanations:

- **Time Sheet Selection:** To return to the Time Sheet Selection page, where you may select a different time sheet to complete. If you are already completing a time sheet, save your current time sheet before clicking the Time Sheet Selection button.
- **Restart:** To discard your current time sheet and start over with a new time sheet.
- **Comments:** To add a comment to your time sheet. Refer to step 8.
- **Save:** To save the current time sheet you are completing; the time sheet will remain open for continued editing. Note: If you do not make any edits the leave usage or in the percent of effort blocks, the extra lines will appear on the time sheet until you select the "Submit for Approval" button.
- **Submit for Approval:** To submit the time sheet to your time sheet approver for their review, approval, and submission of your time sheet for payroll processing. Before clicking the Submit for Approval button, you must check your time sheet for errors. Refer to step 12.



- **Revise Time Sheet:** To revise your time sheet after you have submitted it for approval. This button is only available when your time sheet is waiting for approval. Refer to step 15.

11. Checking your Time Sheet for Errors:

- a. Click the "Save" button.
- b. If there is an error, a message will appear in the upper left-hand corner of the time sheet with the description and location (line number) of the error.
- c. Resolve each error by following the instructions in the message displayed at the top of the page. You may also contact your departmental payroll assistant for help.
- d. After making your corrections, click the "Save" button to verify that the error has been removed from the time sheet.
- e. If no error messages or warnings are displayed at the top of the page, proceed to step 12.


Time Sheet for Workflow UAA Exempt

Use your mouse or tab key to navigate to the date column of the earnings code/fund/orgn line to enter time. Enter the actual submission timelines, and other helpful documents, please visit the [Web Timesheet Entry web page](#).

If your screen size does not accommodate your entire time sheet, you can use Ctrl+ and Ctrl- to zoom the page in and out.

If you have suggestions for improving the web time sheet process, please [provide feedback to the project team](#).

⚠ Possible insufficient Sick Leave balance. Your records show 0 hours are available, not including any leave accrual for

⚠ Hours 'w' must be a number of the form 999.99. (Line 2: Oct 23) 

Time Sheet

Title and Number: Systems/Software Engineer -- 250689-00
Employee Class: XR -- Exempt Staff - Regular
Department and Number: Chancellor's Office -- T760

[View Default Labor Distribution](#)

Reportable Leave Usage

#	Earnings Code	Total	21 Sun	22 Mon	23 Tue
1	L- Sick Leave (550) ▼	7		4	
2	L- Annual Leave (500) ▼				w
3	▼				
4	▼				
5	▼				
Total:		7		4	

12. Click the “Submit for Approval” button.

A signature (Certification) page will open. This screen is your validation (signature) of leave used as reported on the electronic time sheet.

Certification

As a non-exempt (hourly) employee, I certify that the time entered represents actual hours worked or authorized leave taken on the days specified. I am responsible for any changes made using my ID and logon information.

As an exempt (salaried) employee, I certify that the reportable leave usage claimed is true and correct, and the percentage of labor charge distribution represents a reasonable account of work performed during the period reported. I am responsible for any changes made using my ID and logon information.

Enter your Password (or PIN) and select Submit if you agree with the previous applicable statement. Otherwise, select Cancel and your time transaction will not be submitted for approval.

Password (or PIN):

13. Re-enter the Password (PIN) used when you logged in to UAOnline.

14. Press the “Submit” button.

Below is an example of a completed time sheet after submitted to time sheet approver. The status of the time sheet is noted at the bottom of the screen.

Personal Information Student Services and Account Information **Employee** Finance

RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

Time Sheet for Workflow UAA Exempt

Use your mouse or tab key to navigate to the date column of the earnings code/fund/orgn line to enter time. Enter the actual hours worked on the actual days worked. For instructions on how to enter time, an earnings code descriptions list, a chart converting minutes to decimals, submission timelines, and other helpful documents, please visit the [Web Timesheet Entry web page](#).

If your screen size does not accommodate your entire time sheet, you can use Ctrl+ and Ctrl- to zoom the page in and out in most browsers.

If you have suggestions for improving the web time sheet process, please [provide feedback to the project team](#).

Possible Insufficient Vacation Leave balance. Your records show 0 hours are available, not including any leave accrual for this pay period.

Your time sheet was submitted successfully.

Time Sheet

Title and Number: Systems/Software Engineer -- 250689-00
Employee Class: XR -- Exempt Staff - Regular
Department and Number: Chancellor's Office -- T760

Time Sheet Period: Aug 26, 2012 to Sep 08, 2012 (R19)
Scheduled Pay Date: Sep 21, 2012
Submit By Date: Oct 17, 2012 by 12:00 PM

[View Default Labor Distribution](#)

Reportable Leave Usage

Earnings Code	Total	26 Sun	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri	01 Sat	02 Sun	03 Mon (H)	04 Tue	05 Wed	06 Thu	07 Fri	08 Sat
L- Annual Leave (500)	12			4	4	4									
Total:	12			4	4	4									

Percent of Effort (Aug 26, 2012 - Sep 08, 2012)

Fund Name: Fund: Orgn: Percent:


FC DDC Design & Constr Recharge17302350214100

Submitted for Approval By: You on Oct 16, 2012

Approved By:

Waiting for Approval From: Jessica Yanner (or Peter Faculty, Dora Planktin, Melody Sayles)

RELEASE: 8.6

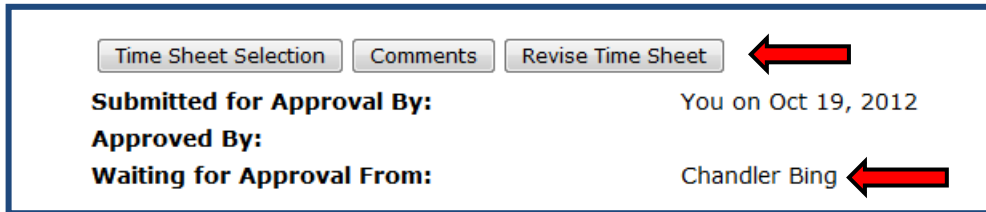


15. Revising your Time Sheet (after you’ve submitted it):

If you notice an error in the time sheet after you have submitted it for approval, you have a window of time in which you can revise your web time sheet.

Click the “Revise Time Sheet” button to recall the time sheet and make it available for edits in UAOnline. This button is visible if your time sheet is in a “Pending” (waiting for approval) status. If the revise button

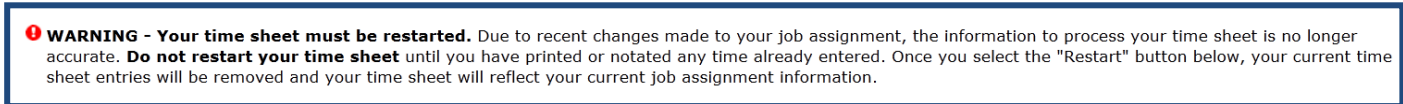
is not displayed on the screen, refer to the “If the Revise Time Sheet button is not available...” text further down on this page.



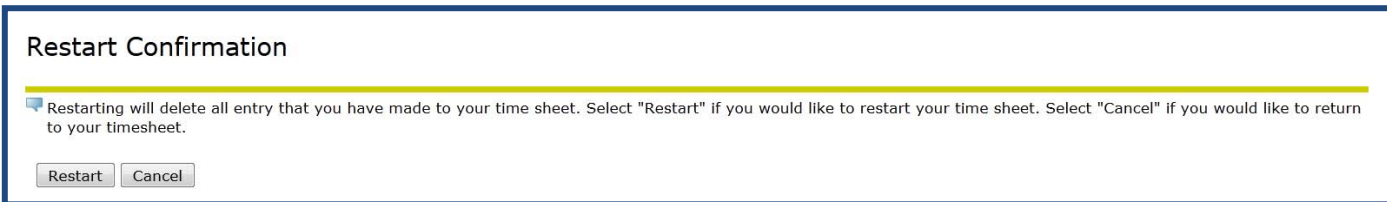
Review the top of the time sheet window to confirm that the following message is displayed, confirming that the time sheet has been returned and is ready for edits.



If any changes were made to your job for the pay period, the following warning message will be displayed at the top of the screen. Review the message for instructions on any required actions.



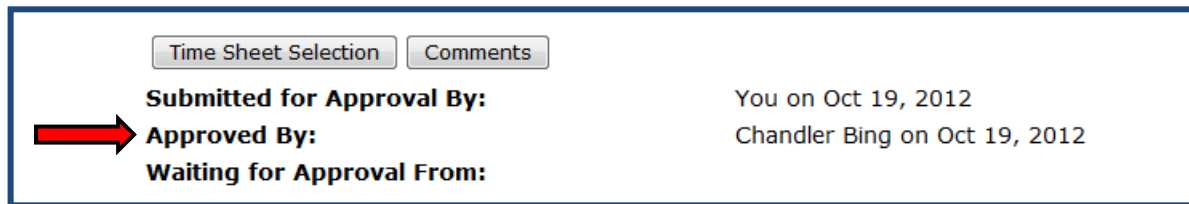
The following window will be displayed to confirm your restart request. Once you select “Restart,” a blank time sheet for the pay period will open. Complete and submit the time sheet by following steps 6-14.



If the “Revise Time Sheet” button is not available in the time sheet window, it may be that:

- your approver has already approved your time sheet, and/or
- the employee submission deadline has passed.

At the bottom of the time sheet window, review the approval status of your time sheet. If your time sheet is waiting for approval (pending) or has already been approved, then name and date information is displayed in the “Waiting for Approval From:” or the “Approved By:”.

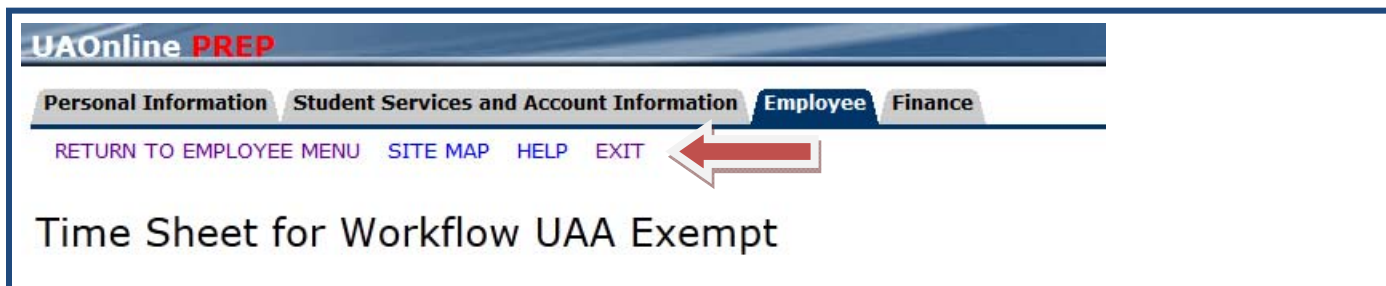


As long as the Approver's submission deadline has not passed, they can still return the time sheet to you for corrections. As soon as possible, notify the person listed in either "approval" field. Request that they return the time sheet to you for corrections. You can also select the "Comments" button to notate your request and why corrections are needed.

If the approver's submission deadline has passed or the time sheet is in a "Completed" status, you must complete and submit a revised paper time sheet for the pay period. Contact your department payroll assistant, who will be able to print a paper time sheet for you.

Submission deadlines for employees and approvers are available at http://www.alaska.edu/files/hr/wte_submission_schedule.pdf.

16. Log out of UAOnline by clicking the "Exit" link at the top of the page.



NOTE: In order to protect your account when using a public computer, you should always log out of UAOnline using the "EXIT" link found in the upper portion 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.

Web Time Sheet Entry for Exempt Employees

Quick Reference Guide

1. Login to UAOnline: <http://uaonline.alaska.edu>
2. Select Login to Secured Area
3. Select Employee Services
4. Select Time Sheet
5. Under My Choice, select the appropriate job (if you have more than one job assignment)
6. Select Pay Period and Status from the drop-down menu
7. Select Time Sheet
8. Enter any leave hours taken on the appropriate day(s)
9. Verify labor distribution – make changes if necessary
10. Select Save and check for errors or warnings at the top of the screen
11. Select Submit for Approval
12. Enter your PIN to certify your time sheet
13. Select Submit
14. Review the screen to verify your time sheet was submitted without any errors or warnings
15. Select Exit to log out of UAOnline

NOTE: In order to protect your account when using a public computer, you should always log out of UAOnline using the "EXIT" link found in the upper portion 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.