

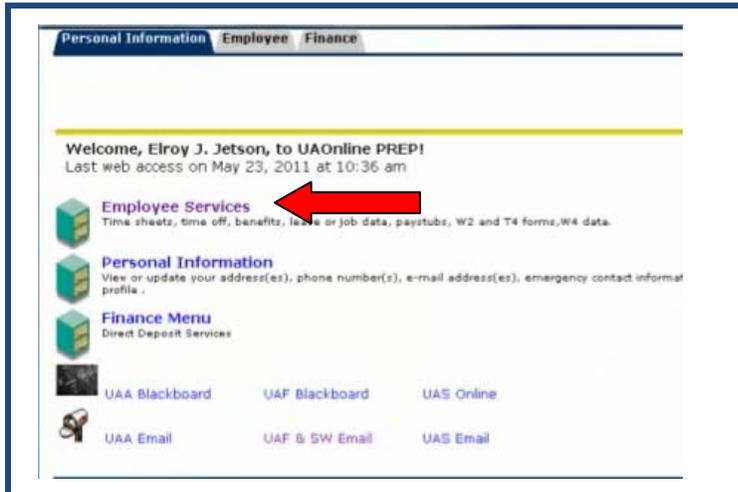
# Web Time Sheet Entry Step by Step Instructions for Non-Exempt Employees

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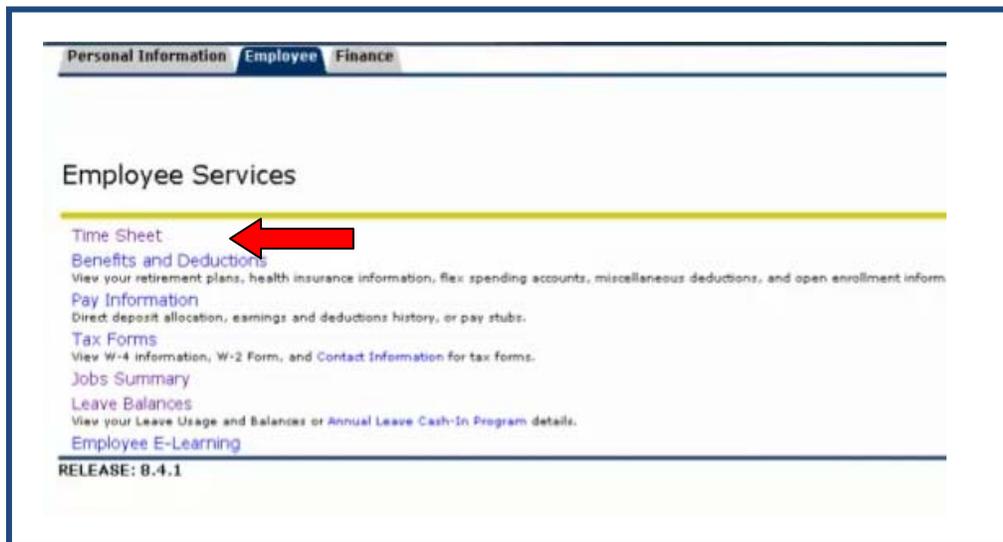
Welcome, this is a step-by-step tutorial on how to access, complete and submit an electronic time sheet for the Non-Exempt Employee

1. Open your preferred web browser and login at UAOnline at <https://uaonline.alaska.edu/>

2. Click the **Employee Services**



3. Click the **Time Sheet** link at the top of the list.



You should now be at the Position Selection page.

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

4. Make your selection using the radio button under **My Choice**.

In the pull 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 following statuses:

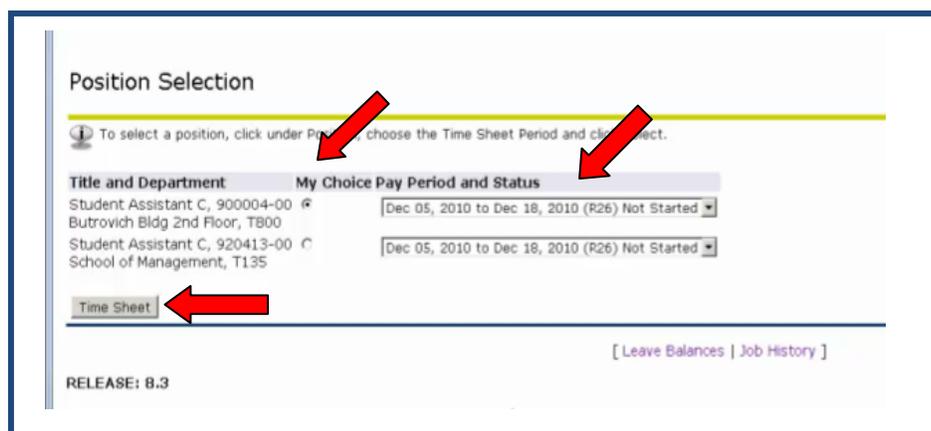
- Not Started: Available time sheets that are not yet started by the employee.
- In-Progress: Time sheet that the employee is currently working on.
- Pending: The employee has completed and submitted the time sheet, which is awaiting approval by the time sheet approver.
- Approve: Time sheet has been approved and submitted to HR for review and processing.
- Completed: Time sheet is fully processed and no longer available for editing.

You can modify your time sheet at any point in the payroll process until the employee deadline has passed. If your time sheet is returned for corrections by the approver, you can modify the time sheet until the time sheets reach "Approved" status. If changes are made after the time sheet has been "Approved," it will need to be approved again before it can be "Completed." Completed time sheets cannot be changed within the electronic time sheet system. If changes need to be made and the time sheet is already in Approved status you'll need to contact your time sheet approver to return the 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 paper time sheet for corrections to the web time sheet.

5. Using the drop down menu under Pay Period and Status, select the time sheet you want to submit.
6. 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 someone who is going on extended leave or into the field.

### Example



You are now on the time sheet page. The time sheet Earnings Codes, Fund Name, Fund and Orgn codes defaults from your job record. You may resize the time sheet to fit within your browser view by pressing the control button and the plus (+) or minus (-) key to allow zoom in or out. You may also slide the mouse scroll wheel up or down while pressing the control button on your keyboard.

**NOTE: If your default organization and fund codes are incorrect, please contact your PPA or Cost Center Clerk to complete the Labor Change Process and make the necessary corrections.**

**7. How to record regular hours worked:**

If you work from a single fund source, you will have only one labor line to complete.

- a. Check accuracy of the Earnings Code, Fund Name, Fund Code and Orgn (Organization) Code.
- b. Enter the hours or fraction of hours you worked under each day of the week. You need to record all the hours you actually worked on the day you actually worked them. Decimals are permitted to the hundredth of an hour; for example, if you worked 7 hours and 15 minutes one day, enter "7.25." A chart converting minutes to decimal increments is located at this link: [http://www.alaska.edu/files/hr/wte\\_convert\\_minutes\\_to\\_decimals.pdf](http://www.alaska.edu/files/hr/wte_convert_minutes_to_decimals.pdf).
- c. As you enter the hours you worked, the 'Total' fields will automatically calculate.

## Student example time sheet

Personal Information Employee Finance

RETURN TO EMPLOYEE MENU SITE MAP

### Time Sheet for Elroy Joseph Jetson

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

**Time Sheet**

**Title and Number:** Student Assistant C -- 900004-00  
**Employee Class:** SN -- Student-non FICA taxable  
**Department and Number:** Butrovich Bldg 2nd Floor -- T800

**Time Sheet Period:** Nov 21, 2010 to Dec 04, 2010 (R25)  
**Scheduled Pay Date:** Dec 17, 2010  
**Submit By Date:** Dec 06, 2011 by 11:59 P.M.

[View Default Labor Distribution](#)

| # Earnings Code        | Total | Fund Name        | Fund   | Orgn  | 21  | 22  | 23  | 24  | 25  | 26  | 27  | 28  | 29  | 30  | 01  | 02  | 03  |
|------------------------|-------|------------------|--------|-------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|                        |       |                  |        |       | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri |
| 1 Student Hourly (050) |       | SW General Funds | 103010 | 50230 |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 2                      |       |                  |        |       |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 3                      |       |                  |        |       |     |     |     |     |     |     |     |     |     |     |     |     |     |
| 4                      |       |                  |        |       |     |     |     |     |     |     |     |     |     |     |     |     |     |
| <b>Total:</b>          |       |                  |        |       |     |     |     |     |     |     |     |     |     |     |     |     |     |

Position Selection Restart Comments Save Submit for Approval

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:  
 RELEASE: B.3

If you work on multiple projects or for multiple departments, you may need to change your default labor line or enter additional labor lines according to your work effort. In order to be compliant with federal regulations, employees are required by law to certify the time spent working on a grant. You are responsible for reporting the hours as you actually worked. Therefore you are required to know the name or the account numbers of the project you are working on. For more information, see the Grant FAQ.

- a. If the default information on your time sheet does not contain the project you actually worked, you may overwrite the existing labor lines by typing in the correct Fund Code and Orgn Code

[View Default Labor Distribution](#)

| # Earnings Code     | Total | Fund Name                      | Fund   | Orgn  | 06  |
|---------------------|-------|--------------------------------|--------|-------|-----|
| 1 Regular Pay (010) |       | SW General Funds               | 101010 | 66500 | Mon |
| 2 Regular Pay (010) |       | BP Environmental Studies Progr | 229577 | 12059 |     |
| 3                   |       |                                |        |       |     |
| 4                   |       |                                |        |       |     |
| 5                   |       |                                |        |       |     |
| 6                   |       |                                |        |       |     |
| 7                   |       |                                |        |       |     |
| <b>Total:</b>       |       |                                |        |       |     |

Position Selection Restart Comments Save Submit for Approval

Submitted for Approval By:

- b. or you may type into a blank line with the required fields (Earnings Code, Fund Code, and Orgn Code).
- c. Select the appropriate Earnings Code from the drop down menu.
- d. The Fund Name will automatically populate when you enter the Fund Code.
- e. Type in the Fund Code and Orgn Code with the correct project information.
- f. If you need to look up a Fund Code or Orgn Code, you may click the hour glass and a search window will pop up. See Step 8 later in this document for the screen shots.
- g. If you run out of available blank lines, click the Save button and your time sheet will return with three additional blank lines.
- h. Enter the hours or fraction of hours you worked under each day of the week. You need to record all the hours you actually worked on the day you actually worked them. Decimals are permitted to

the hundredth of an hour; for example, if you worked 7 hours and 15 minutes one day, enter “7.25.” A chart converting minutes to decimal increments is located at this link: [http://www.alaska.edu/files/hr/wte\\_convert\\_minutes\\_to\\_decimals.pdf](http://www.alaska.edu/files/hr/wte_convert_minutes_to_decimals.pdf).

- i. As you enter the hours you worked, the total fields will automatically calculate.

### Staff example time sheet

Time Sheet for Rosie The Robot

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Comments exist for this time sheet.

**Time Sheet**  
**Title and Number:** Admin Generalist 3 -- 10001200  
**Employee Class:** NR -- NonExempt  
**Department and Number:** Butrovich Biosciences -- T800

**Time Sheet Period:** Dec 05, 2010 to Dec 18, 2010 (R26)  
**Scheduled Pay Date:** Dec 31, 2010  
**Submit By Date:** Dec 20, 2011 by 11:59 PM

View Default Labor Distribution

| # Earnings Code      | Total     | Fund Name                      | Fund   | Orgn  | 05 Sun | 06 Mon   | 07 Tue   | 08 Wed   | 09 Thu   | 10 Fri   | 11 Sat | 12 Sun | 13 Mon   | 14 Tue   | 15 Wed   | 16 Thu   | 17 Fri   | 18 Sat    |
|----------------------|-----------|--------------------------------|--------|-------|--------|----------|----------|----------|----------|----------|--------|--------|----------|----------|----------|----------|----------|-----------|
| 1 Regular Pay (010)  | 71.25     | SW General Funds               | 101010 | 66500 |        | 8        | 7.25     | 8        | 8        |          |        |        | 8        | 8        | 8        | 8        | 8        |           |
| 2 Regular Pay (010)  | 0.75      | BP Environmental Studies Progr | 229577 | 12059 |        |          | .75      |          |          |          |        |        |          |          |          |          |          |           |
| 3 Leave Annual (500) | 8         |                                |        |       |        |          |          |          |          |          |        |        |          |          |          |          |          |           |
| 4 Overtime Pay (300) | 2         | BP Environmental Studies Progr | 229577 | 12059 |        |          |          |          |          | 8        |        |        |          |          |          |          |          | 2         |
| 5                    |           |                                |        |       |        |          |          |          |          |          |        |        |          |          |          |          |          |           |
| 6                    |           |                                |        |       |        |          |          |          |          |          |        |        |          |          |          |          |          |           |
| 7                    |           |                                |        |       |        |          |          |          |          |          |        |        |          |          |          |          |          |           |
| <b>Total:</b>        | <b>82</b> |                                |        |       |        | <b>8</b> | <b>8</b> | <b>8</b> | <b>8</b> | <b>8</b> |        |        | <b>8</b> | <b>8</b> | <b>8</b> | <b>8</b> | <b>8</b> | <b>10</b> |

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:  
 RELEASE: 8.5.0.3

### 8. How to Search Fund Code or Orgn (Organization) Code:

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

- a. Click on the magnifying glass to look up additional fund and orgn codes.

| Total | Fund Name                      | Fund   | Orgn  | 05 Sun | 06 Mon | 07 Tue |
|-------|--------------------------------|--------|-------|--------|--------|--------|
| 71.25 | SW General Funds               | 101010 | 66500 |        | 8      | 7.25   |
| 0.75  | BP Environmental Studies Progr | 229577 | 12059 |        |        | .75    |
| 8     |                                |        |       |        |        |        |
|       |                                |        |       |        |        |        |
|       |                                |        |       |        |        |        |
| 80    |                                |        |       |        | 8      | 8      |

Save Submit for Approval

- b. A search window will pop open.
- c. Enter a search word in the Fund Name.
- d. Click the “Search” button.
- e. Results will populate in the same search box.
- f. Click the link under the fund name and that fund’s codes will automatically populate into the time sheet.

### 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<br>G |
| AADC ORLV-2 Environmental<br>Monitornng | 230689    | Robinsc<br>G |
| AK Dept of Environ Conserv ESA 6%       | 292016    | Robinsc<br>G |
| AK Dept of Environ Consrsv ESA<br>32.1% | 292015    | Robinsc<br>G |
| Biological Text Environments-Canty      | 242202    | Robinsc<br>G |

### 9. How to record holiday, annual or sick leave hours:

If there is a holiday in the pay period, the appropriate information will default into the time sheet. You may change the hours for the holiday if you worked on the holiday and took the holiday on different days within the pay period.

view Detail Labor Distribution

| # Earnings Code     | Total | Fund Name                      | Fund   | Orgn  |
|---------------------|-------|--------------------------------|--------|-------|
| 1 Regular Pay (010) | 39.25 | SW General Funds               | 101010 | 66500 |
| 2 Regular Pay (010) | 0.75  | BP Environmental Studies Progr | 229577 | 12059 |
| 3 Holiday Pay (400) |       |                                |        |       |
| 4                   |       |                                |        |       |
| 5                   |       |                                |        |       |
| 6                   |       |                                |        |       |
| 7                   |       |                                |        |       |
| <b>Total:</b>       | 40    |                                |        |       |

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

RELEASE: 8.5.0.3

### 10. How to enter Annual or Sick Leave:

- Pick the appropriate leave Earnings Code from the drop down menu.
- Enter hours on the appropriate day.
- Do not enter Fund or Orgn Code (those will default in from the system).

View Default Labor Distribution

| # Earnings Code                     | Total | Fund Name                      | Fund   | Orgn  | 05 Sun |
|-------------------------------------|-------|--------------------------------|--------|-------|--------|
| 1 Regular Pay (010)                 | 39.25 | SW General Funds               | 101010 | 66500 |        |
| 2 Regular Pay (010)                 | 0.75  | BP Environmental Studies Progr | 229577 | 12059 |        |
| 3 Holiday Pay (400)                 |       |                                |        |       |        |
| 4                                   |       |                                |        |       |        |
| 5 Regular Pay (010)                 |       |                                |        |       |        |
| 6 Emergency/Oncall (350)            |       |                                |        |       |        |
| 7 Holiday Pay (400)                 |       |                                |        |       |        |
| Holiday Premium Pay (410)           |       |                                |        |       |        |
| Hourly Additional Assignment (155)  |       |                                |        |       |        |
| Leave Administrative (465)          | 40    |                                |        |       |        |
| Leave Annual (500)                  |       |                                |        |       |        |
| Leave Annual Leave Cash-In (515)    |       |                                |        |       |        |
| Leave Annual Terminal (520)         |       |                                |        |       |        |
| Leave Family Medical (601)          |       |                                |        |       |        |
| Leave Jury Duty (440)               |       |                                |        |       |        |
| Leave Military (450)                |       |                                |        |       |        |
| Leave Personal Holiday (420)        |       |                                |        |       |        |
| Leave Recognition (UAF) (460)       |       |                                |        |       |        |
| Leave Sick (550)                    |       |                                |        |       |        |
| Leave Without Pay (651)             |       |                                |        |       |        |
| Overtime Pay (300)                  |       |                                |        |       |        |
| Overtime w Shift Differential (325) |       |                                |        |       |        |
| Shift Differential (320)            |       |                                |        |       |        |

Buttons: Save, Submit for Approval

### 11. How to enter Overtime:

Depending on your position you may need to enter overtime.

- Move to a blank line on the time sheet
- Select the appropriate earnings code from the drop down menu. If necessary, contact your department representative to assist with the selection of overtime earnings codes.
- Enter your Fund code and Organizational code in the Enter the time spent in overtime status. If you do not know your fund or orgn code, you may follow Step # 8 in this guide to look up the information.

| # Earnings Code                     | Total | Fund Name                      | Fund   | Orgn  | 05 Sun |
|-------------------------------------|-------|--------------------------------|--------|-------|--------|
| 1 Regular Pay (010)                 | 71.25 | SW General Funds               | 101010 | 66500 |        |
| 2 Regular Pay (010)                 | 0.75  | BP Environmental Studies Progr | 229577 | 12059 |        |
| 3 Leave Annual (500)                | 8     |                                |        |       |        |
| 4                                   |       |                                |        |       |        |
| 5                                   |       |                                |        |       |        |
| 6 Regular Pay (010)                 |       |                                |        |       |        |
| 7 Emergency/Oncall (350)            |       |                                |        |       |        |
| Holiday Pay (400)                   |       |                                |        |       |        |
| Holiday Premium Pay (410)           |       |                                |        |       |        |
| Hourly Additional Assignment (155)  | 80    |                                |        |       |        |
| Leave Administrative (465)          |       |                                |        |       |        |
| Leave Annual (500)                  |       |                                |        |       |        |
| Leave Annual Leave Cash-In (515)    |       |                                |        |       |        |
| Leave Annual Terminal (520)         |       |                                |        |       |        |
| Leave Family Medical (601)          |       |                                |        |       |        |
| Leave Jury Duty (440)               |       |                                |        |       |        |
| Leave Military (450)                |       |                                |        |       |        |
| Leave Personal Holiday (420)        |       |                                |        |       |        |
| Leave Recognition (UAF) (460)       |       |                                |        |       |        |
| Leave Sick (550)                    |       |                                |        |       |        |
| Leave Without Pay (651)             |       |                                |        |       |        |
| Overtime Pay (300)                  |       |                                |        |       |        |
| Overtime w Shift Differential (325) |       |                                |        |       |        |
| Shift Differential (320)            |       |                                |        |       |        |

Buttons: Save, Submit for Approval

**12. How to Delete 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 also blank out.

***What is the Default Labor Distribution Link?***

**Time Sheet for Rosie The Robot**

---

 To begin, click a link under the date where you w

 **Comments exist for this time sheet.**

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

[View Default Labor Distribution](#) 

**# Earnings Code**

1 Regular Pay (010)

2 Regular Pay (010)

3 Leave Annual (500)

4 Overtime Pay (300)

5

6

7

**Total:**

**Submitted for Approval By:**  
**Approved By:**

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 and a new window will pop open with your default job information. Also if the default funding changes during a pay period, the details will be viewable at this link.

**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                  |

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RELEASE: B.3UA

### 13. How to enter Comments (Click the “Comments” button)

You can submit comments with your time sheet to explain anything unusual about your hours to your time sheet approver.



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

A screenshot of a web form titled "Comments". It features a help icon and text: "To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval." Below this, it shows "Made By: You" and "Comment Date: May 24, 2011". There is a text input field with the letter "I" inside. At the bottom of the form are "Save" and "Previous Menu" buttons. A footer at the very bottom says "RELEASE: 8.3".

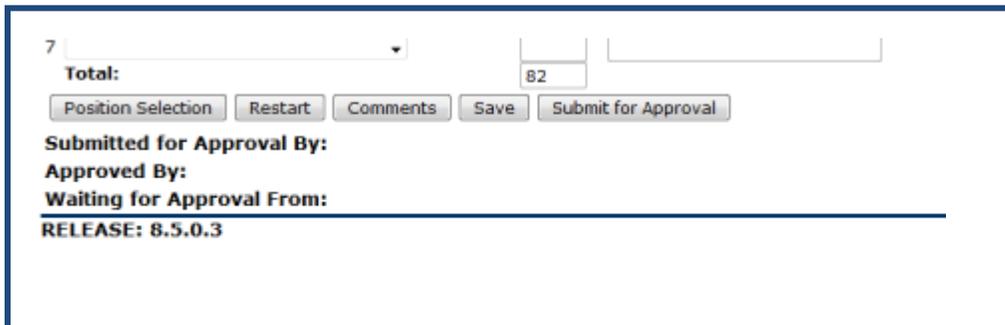
- a. Type your message in the text box.
- b. Click “SAVE” to record your comment in the time sheet database.
- c. Click the “Previous Menu” button to return to the time sheet.
- d. Note: A warning message will be added to the time sheet: “Comments exist for this time sheet.” The comment will be saved in the time sheet history.

A screenshot of a web page titled "Time Sheet for Rosie The Robot". It includes a help icon and text: "To begin, click a link under the date where you want to". Below that is a warning message: "Comments exist for this time sheet." with a red arrow pointing to it. Further down are labels for "Time Sheet Title and Number:", "Employee Class:", and "Department and Number:". At the bottom is a blue link: "View Default Labor Distribution".

## Button Explanations:

There is one inconsistency with the sort order of Earnings Codes when using these buttons. The Save function behaves differently with the system database than the other buttons by saving only the data on a time sheet within the browser and the Earnings Code sort function is not enabled at that level. All of the other buttons interact with the system database and resort the Earnings Codes into alphabetical order.

- **Position Selection:** To work on a different time sheet, save your current time sheet, then use the Position Selection button to return to the Time sheet Selection page where you may select a different time sheet.
- **Restart:** If you want to discard your current time sheet and start over with a new time sheet, use the Restart button.
- **Comment:** See section # 12.
- **Save:** Saves the time sheet and leaves it open for continued editing. If you entered time in more than one session in UAOnline, then you will need to Save before leaving your time sheet workspace. If you do not enter any hours in your default labor lines, they will continue to appear on the time sheet until the Submit for Approval button is selected.
- **Submit for Approval:** Clicking this button submits the time sheet to your time sheet approver for their review and submission to payroll processing. Before clicking the Submit for Approval button, you must check your time sheet for errors. See section #13. If you do not enter any hours in your default labor lines, they will disappear from the submitted time sheet when clicking the Submit for Approval button. You may, however, refer to your default labor distribution at any time by clicking the "View Default Distribution Labor" Link (see graphic, page 11 of this document).



The screenshot shows a portion of a web-based time sheet interface. At the top left, there is a dropdown menu with the number '7' selected. To its right is a 'Total:' label followed by a text input field containing the number '82'. Below these elements is a row of five buttons: 'Position Selection', 'Restart', 'Comments', 'Save', and 'Submit for Approval'. Underneath the buttons are three labels: 'Submitted for Approval By:', 'Approved By:', and 'Waiting for Approval From:'. The 'Waiting for Approval From:' label is followed by a horizontal line, and below that line is the text 'RELEASE: 8.5.0.3'.

**14. Check the 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 describing the error.
- c. Resolve as appropriate by following the instructions and referencing the line number indicated in the left hand column of each line of the time sheet. You may also contact your departmental payroll personnel for assistance.
- d. Click the “Save” button to validate the error is removed from the time sheet.

**Time Sheet for Rosie The Robot**

---

 To begin, click a link under the date where you want to enter time. Click NE

 **Comments exist for this time sheet.**

 **Hours 'w' must be a number of the form 999.99. (Line 1: Dec 06)** 

**Time Sheet**  
**Title and Number:** Admin Ger  
**Employee Class:** NR -- Nonl  
**Department and Number:** Butrovich I

[View Default Labor Distribution](#)

| # | Earnings Code      | Total | Fund Name       |
|---|--------------------|-------|-----------------|
| 1 | Regular Pay (010)  | 63.25 | SW General Fun  |
| 2 | Regular Pay (010)  | 0.75  | BP Environment: |
| 3 | Leave Annual (500) | 8     |                 |
| 4 | Overtime Pay (300) | 2     | BP Environment: |
| 5 |                    |       |                 |

If no error messages or warnings are returned after saving, then

**15. Click the “Submit for Approval” button**

7

**Total:**

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

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RELEASE: 8.5.0.3

You will be taken to a certification screen

**16. Click the “Agree” button for certification**

This is a snapshot of a completed time sheet after employee submittal to time sheet approver.

If you notice an error in the time sheet at this point, click the “Revise Time Sheet” button will recall the time sheet and make it available in UAOnline.

**17. Log out of UAOnline by clicking the "LOG OUT..." link at the top right hand corner of the web page.**



Note: If your time sheet approver finds an error, you will receive email notification that your time sheet was returned to you for correction. You may make changes to the time sheet up until the time sheet reaches the “Completed” stage.

**Quick Step Guide:**

- Login to UAOnline: <https://uaonline.alaska.edu>
- Select Employee Services
- Select Time sheet
- Under “My Choice”, select the appropriate job (if you have more than one job assignment)
- Select pay period from drop down menu (Pay Period and Status)
- Select Time sheet
- Enter regular hours on appropriate fund/org code worked
- Enter leave hours and other pay
- Click Save and check for errors or warnings
- Click Submit for Approval
- Select Agree to certify your time sheet
- Check to see time sheet was submitted to approver with no errors or warnings
- To exit UAOnline select the “LOG OUT.....” link at the top-right of the page

**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