

Purpose: Provide quick overview of how to enter and submit a time sheet

Audience: UA Employees, HR Coordinators

1. Login to [UAOnline](#)
2. Select Employee Services
3. Select Time Sheet
4. Under My Choice, select the appropriate job (if you have more than one job assignment)
5. Select Pay Period and Status from the drop-down menu
6. Select Time Sheet
7. Enter hours worked on the appropriate day(s) on the earnings code that applies, using the drop down in the Earnings code box.
8. Verify labor distribution – make changes if necessary
9. Select Save and check for errors or warnings at the top of the screen.
10. Select Submit for Approval
11. Select Agree
12. Review the screen to verify your time sheet was submitted without any errors or warnings
13. 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 of UAOnline" 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