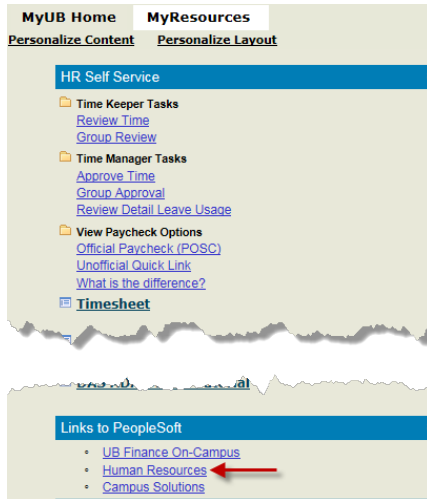


# How Do I complete my timesheet?

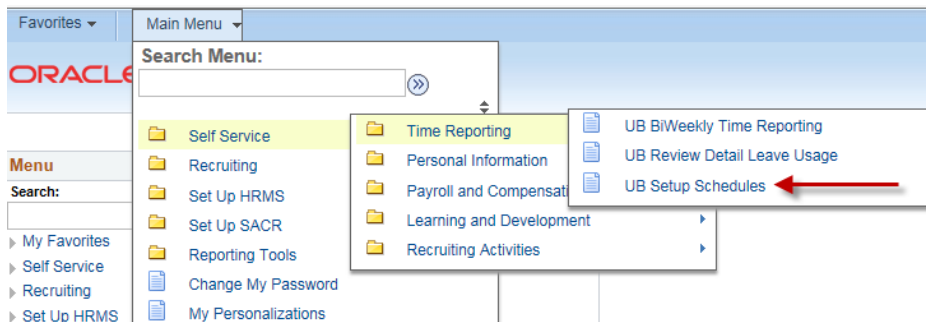
## Job Aid for Exempt Employees, Librarians, and F12 Faculty

### Duty Days Setup (One Time Only)

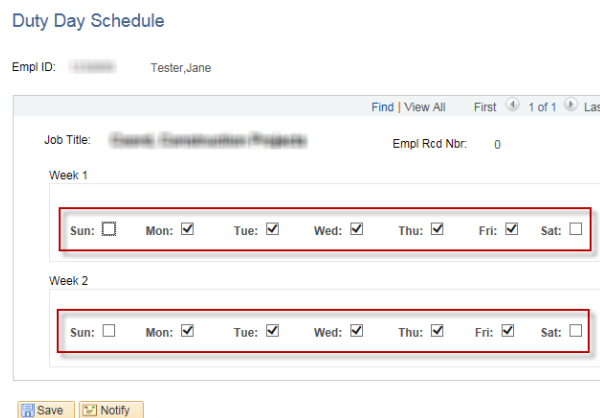
1. Login at <https://myub.ubalt.edu> using your netID and password.
2. In the left column, find the 'Links to PeopleSoft' box and click the **Human Resources** link.



3. From the Main Menu, click **Self Service > Time Reporting > UB Setup Schedules**.



4. In the *Duty Day Schedule*, place a check mark for each day you are scheduled to work. For most it will be Monday-Friday on both work weeks.

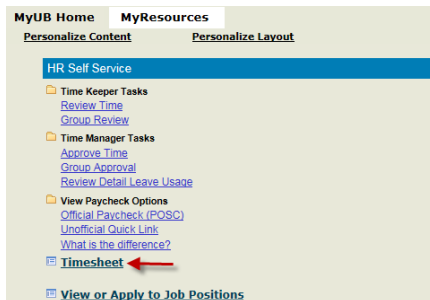


5. Click the **Save** button.

## Job Aid for Exempt Employees, Librarians, and F12 Faculty

### Completing a Timesheet

1. Login at <https://myub.ubalt.edu> using your netID and password.
2. In the left column under HR Self Service, click the **Timesheet** link.



3. To access the current timesheet, click the **Search** button.

#### BiWeekly Time Reporting

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Period End Date: [ ] | 11/024/2017 [x] [🔍]

**Search** Clear Basic Search [🔍] Save Search Criteria

4. If you have not set up a Duty Day schedule as described above, enter a 'D' in the DTY (Reg-Duty) line for each duty day you were scheduled to work.

From Wednesday 11/08/2017 to Tuesday 11/21/2017

Delete	Leave/Other Code	Short Desc	Wed 11/8	Thu 11/9	Fri 11/10	Sat 11/11	Sun 11/12	Mon 11/13
Delete	DTY	Reg - Duty	D	D	D			
Delete	WRK	Wrk Hours	8	8	8			
		Sub Totals						

5. Enter the number of hours worked for each duty day.
6. If you need to record leave for the pay period:
  - Click on **Add Leave/Other Code**.

Delete	DTY	Reg - Duty	D	D	D			
Delete	WRK	Wrk Hours	8.0	8.0	8			
		Sub Totals	8.0	8.0	8			

[Add Leave/Other Code](#) ←

- Select the appropriate **Leave Code** (see the HR Web page for definitions) from the drop down box and enter hours taken.

From Wednesday 11/08/2017 to Tuesday 11/21/2017

Delete	Leave/Other Code	Short Desc	Wed 11/8	Thu 11/9	Fri 11/10	Sat 11/11	Sun 11/12	Mon 11/13	Tue 11/14	Wed 11/15	Thu 11/16	Fri 11/17	Sat 11/18	Sun 11/19	Mon 11/20	Tue 11/21
Delete	REG	Regular	8.0	8.0	8.0			8.0	8.0	8.0	8.0					8.0
Delete	ANL	Ann Lv										8.0			8.0	
Delete	DTY	Reg - Duty	D	D	D			D	D	D	D				D	D
Delete	WRK	Wrk Hours	8.0	8.0	8.0			8.0	8.0	8.0	8.0					8.0
		Sub Totals	8.0	8.0	8.0			8.0	8.0	8.0	8.0	8.0			8.0	8.0

[Add Leave/Other Code](#)

- Click the **Save Timesheet** button.

Warning - Fraudulent misrepresentation of time



- At the end of the pay period, verify that your timesheet is correct.

- Check the box next to **Check When Timesheet is Complete**.

Delete	WRK	Wrk Hours	8.0	8.0	8.0		
		Sub Totals	8.0	8.0	8.0		

[Add Leave/Other Code](#)

Employee Review	Timekeeper Review	Manager/Supervisor
<input checked="" type="checkbox"/> Check when Timesheet is complete	<input type="radio"/> Not OK <input type="radio"/> Tkp OK	<input type="radio"/> Not Rev'd

- Click the **Save Timesheet** button. Your timesheet will be released to your timekeeper and supervisor for final approval.

#### <<Timesheet Help>>

- Please refer to the Regular Payroll and Holiday Calendar for timesheet due dates
- For all timesheets questions, please speak with your supervisor or timekeeper first
- Login problems? Contact the OTS Call Center: [www.ubalt.edu/callcenter](http://www.ubalt.edu/callcenter) or x6262
- Timesheet frequently asked questions and answers can be found on the [Time and Leave Management](#) page.