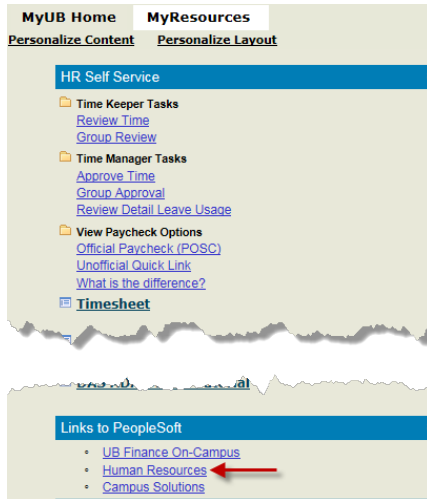


How Do I complete my timesheet?

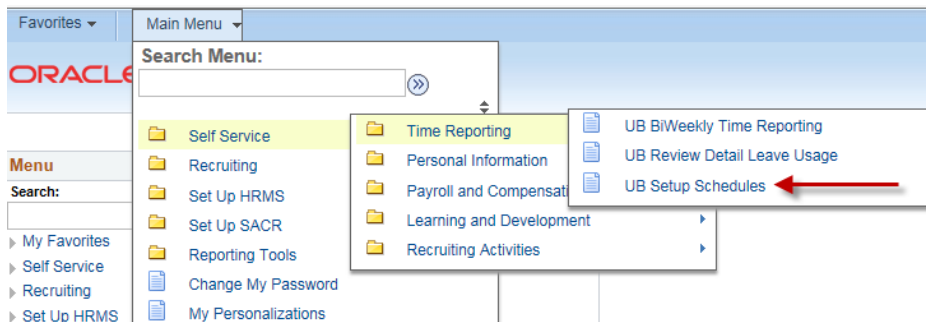
Job Aid for Full-time Faculty (F26)

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.

Duty Day Schedule

Empl ID: [REDACTED] Tester, Jane

Find | View All First 1 of 1 Last

Job Title: **Special Construction Projects** Empl Rcd Nbr: 0

Week 1

Sun:	Mon:	Tue:	Wed:	Thu:	Fri:	Sat:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Week 2

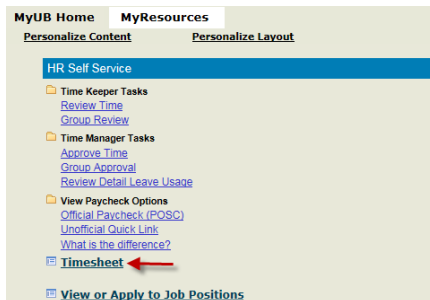
Sun:	Mon:	Tue:	Wed:	Thu:	Fri:	Sat:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

5. Click the **Save** button.

Job Aid for Full-time Faculty (F26)

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: [=] | 10/24/2017 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.

Delete	Leave/Other Code	Short Desc	Wed 11/8	Thu 11/9	Fri 11/10
Delete	DTY	Reg - Duty	D	D	D
		Sub Totals			

Add Leave/Other Code

Employee Review Timekeeper Review Ma

5. If you need to record leave (e.g., sick leave, jury duty, etc.) for the pay period:
 - Click on **Add Leave/Other Code**.

Delete	Leave/Other Code	Short Desc	Wed 11/8	Thu 11/9	Fri 11/10
Delete	DTY	Reg - Duty	D	D	D
		Sub Totals			

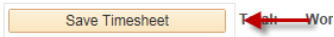
[Add Leave/Other Code](#) 

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

Delete	Leave/Other Code	Short Desc	Wed 11/8	Thu 11/9	Fri 11/10
Delete	DTY	Reg - Duty	D	D	
Delete	SCK 🔍	Sick Leave			8.0

- 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	SCK	Q	Sick Leave	
			Sub Totals	

[Add Leave/Other Code](#)

Employee Review	Timekeeper
<input checked="" type="checkbox"/> Check when Timesheet is complete	<input type="radio"/> Not OK

- 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 or x6262
- Timesheet frequently asked questions and answers can be found on the [Time and Leave Management](#) page.