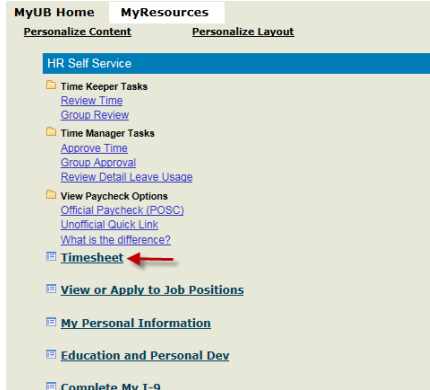


# How Do I complete my timesheet?

## Job Aid for Non-Exempt Employees

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: [=]  [x] [Q]

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

4. Click on **In/Out Time**.

From Wednesday 10/11/2017 to Tuesday 10/24/2017

	Wed 10/11	Thu 10/12	Fri 10/13	Sat 10/14	Sun 10/15	Mon 10/16	Tue 10/17	Wed 10/18	Thu 10/19	Fri 10/20	Sat 10/21	Sun 10/22	Mon 10/23	Tue 10/24	Operator
START TIME															Tester,John
TIME OUT															Tester,John
TIME IN															Tester,John
TIME OUT															Tester,John
TIME IN															Tester,John
STOP TIME															Tester,John
Daily Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Warning - Fraudulent misrepresentation of time by an employee may result in forfeiture of pay or termination of employment

Save Timesheet

Return to Search Previous in List Next in List

Elapsed Time | In/Out Time

- Enter your **Start Time**, meal break (**Time Out** and **Time In**), and **Stop Time**. All times can be entered in the following format: hhmm(a/p). Example: 8:00am can be entered as "0800a"; 12:30pm can be entered as "1230p".

From Wednesday 10/11/2017 to Tuesday 10/24/2017

	Wed 10/11	Thu 10/12	Fri 10/13	Sat 10/14	Sun 10/15	Mon 10/16	Tue 10/17	Wed 10/18	Thu 10/19	Fri 10/20	Sat 10/21	Sun 10/22	Mon 10/23	Tue 10/24	Operator
START TIME	0800a														Tester,John
TIME OUT	1230p														Tester,John
TIME IN	0100p														Tester,John
TIME OUT															Tester,John
TIME IN															Tester,John
STOP TIME	0430p														Tester,John
Daily Totals:	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	0.00	0.00	0.00	8.00	8.00	

Warning - Fraudulent misrepresentation of time by an employee may result in forfeiture of pay or termination of employment

[Save Timesheet](#)

[Return to Search](#)

[Elapsed Time](#) | [In/Out Time](#)

- If you need to record leave during the pay period:
  - Click on the **Elapsed Time** link.

From Wednesday 10/11/2017 to Tuesday 10/24/2017

	Wed 10/11	Thu 10/12	Fri 10/13	Sat 10/14	Sun 10/15	Mon 10/16	Tue 10/17	Wed 10/18	Thu 10/19	Fri 10/20	Sat 10/21	Sun 10/22	Mon 10/23	Tue 10/24	Operator
START TIME	0800a														Tester,John
TIME OUT	1230p														Tester,John
TIME IN	0100p														Tester,John
TIME OUT															Tester,John
TIME IN															Tester,John
STOP TIME	0430p														Tester,John
Daily Totals:	8.00	8.00	8.00	0.00	0.00	8.00	8.00	8.00	8.00	0.00	0.00	0.00	8.00	8.00	

Warning - Fraudulent misrepresentation of time by an employee may result in forfeiture of pay or termination of employment

[Save Timesheet](#)

[Return to Search](#)

[Elapsed Time](#) | [In/Out Time](#)

- Click on **Add Leave/Other Code**

From Wednesday 10/11/2017 to Tuesday 10/24/2017

Delete	Leave/Other Code	Short Desc	Wed 10/11	Thu 10/12	Fri 10/13	Sat 10/14	Sun 10/15	Mon 10/16	Tue 10/17	Wed 10/18	Thu 10/19	Fri 10/20	Sat 10/21	Sun 10/22	Mon 10/23	Tue 10/24	Amount
Delete	REG	Regular	8.00	8.00	8.00			8.00	8.00	8.00	8.00				8.00	8.00	
Delete	WRK	Wrk Hours	8.00	8.00	8.00			8.00	8.00	8.00	8.00				8.00	8.00	
		Sub Totals	8.00	8.00	8.00			8.00	8.00	8.00	8.00				8.00	8.00	

[Add Leave/Other Code](#)

<b>Employee Review</b> <input type="checkbox"/> Check when Timesheet is complete	<b>Timekeeper Review</b> <input checked="" type="radio"/> Not OK <input type="radio"/> Tkp OK	<b>Manager/Supervisor Approval &amp; Comments</b> <input checked="" type="radio"/> Not Rev'd <input type="radio"/> Apprvd as Submitted <input type="radio"/> Apprvd as Modified
---	--	--

Warning - Fraudulent misrepresentation of time by an employee may result in forfeiture of pay or termination of employment

[Save Timesheet](#) Total: Work Hrs: 72.00 Leave Hrs: 0.00 Total Hrs: 72.00 Pay Hrs: 72.00 OT Hrs: 0.00 Shift Hrs: 0.00

[Return to Search](#) [Previous in List](#) [Next in List](#)

[Elapsed Time](#) | [In/Out Time](#)

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



From Wednesday 10/11/2017 to Tuesday 10/24/2017

Delete	Leave/Other Code	Short Desc	Wed 10/11	Thu 10/12	Fri 10/13	Sat 10/14	Sun 10/15	Mon 10/16	Tue 10/17	Wed 10/18	Thu 10/19	Fri 10/20	Sat 10/21	Sun 10/22	Mon 10/23	Tue 10/24	Amount
Delete	REG	Regular	8.00	8.00	8.00			8.00	8.00	8.00	8.00				8.00	8.00	
Delete	WRK	Wrk Hours	8.00	8.00	8.00			8.00	8.00	8.00	8.00				8.00	8.00	
Delete	ANL	Ann Lv										8					
		Sub Totals	8.00	8.00	8.00			8.00	8.00	8.00	8.00				8.00	8.00	

Add Leave/Other Code

<b>Employee Review</b> <input type="checkbox"/> Check when Timesheet is complete	<b>Timekeeper Review</b> <input type="radio"/> Not OK <input type="radio"/> Tkp OK	<b>Manager/Supervisor Approval &amp; Comments</b> <input type="radio"/> Not Rev'd <input type="radio"/> Apprvd as Submitted <input type="radio"/> Apprvd as Modified
---	---	---

Warning - Fraudulent misrepresentation of time by an employee may result in forfeiture of pay or termination of employment

Save Timesheet Total: Work Hrs: 72.00 Leave Hrs: 0.00 Total Hrs: 72.00 Pay Hrs: 72.00 OT Hrs: 0.00 Shift Hrs: 0.00

Return to Search Previous in List Next in List

Elapsed Time | In/Out Time

7. Click the **save Timesheet** button.

From Wednesday 10/11/2017 to Tuesday 10/24/2017

Delete	Leave/Other Code	Short Desc	Wed 10/11	Thu 10/12	Fri 10/13	Sat 10/14	Sun 10/15	Mon 10/16	Tue 10/17	Wed 10/18	Thu 10/19	Fri 10/20	Sat 10/21	Sun 10/22	Mon 10/23	Tue 10/24	Amount
Delete	REG	Regular	8.00	8.00	8.00			8.00	8.00	8.00	8.00				8.00	8.00	
Delete	WRK	Wrk Hours	8.00	8.00	8.00			8.00	8.00	8.00	8.00				8.00	8.00	
Delete	ANL	Ann Lv										8					
		Sub Totals	8.00	8.00	8.00			8.00	8.00	8.00	8.00				8.00	8.00	

Add Leave/Other Code

<b>Employee Review</b> <input type="checkbox"/> Check when Timesheet is complete	<b>Timekeeper Review</b> <input type="radio"/> Not OK <input type="radio"/> Tkp OK	<b>Manager/Supervisor Approval &amp; Comments</b> <input type="radio"/> Not Rev'd <input type="radio"/> Apprvd as Submitted <input type="radio"/> Apprvd as Modified
---	---	---

Warning - Fraudulent misrepresentation of time by an employee may result in forfeiture of pay or termination of employment

Save Timesheet Total: Work Hrs: 72.00 Leave Hrs: 0.00 Total Hrs: 72.00 Pay Hrs: 72.00 OT Hrs: 0.00 Shift Hrs: 0.00

Return to Search Previous in List Next in List

Elapsed Time | In/Out Time

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

9. Mark timesheet complete by checking the **Check When Timesheet is Complete** box.

From Wednesday 10/11/2017 to Tuesday 10/24/2017

Delete	Leave/Other Code	Short Desc	Wed 10/11	Thu 10/12	Fri 10/13	Sat 10/14	Sun 10/15	Mon 10/16	Tue 10/17	Wed 10/18	Thu 10/19	Fri 10/20	Sat 10/21	Sun 10/22	Mon 10/23	Tue 10/24	Amount
Delete	REG	Regular	8.00	8.00	8.00			8.00	8.00	8.00	8.00				8.00	8.00	
Delete	WRK	Wrk Hours	8.00	8.00	8.00			8.00	8.00	8.00	8.00				8.00	8.00	
Delete	ANL	Ann Lv										8.00					
		Sub Totals	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	

Add Leave/Other Code

<b>Employee Review</b> <input checked="" type="checkbox"/> Check when Timesheet is complete	<b>Timekeeper Review</b> <input type="radio"/> Not OK <input type="radio"/> Tkp OK	<b>Manager/Supervisor Approval &amp; Comments</b> <input type="radio"/> Not Rev'd <input type="radio"/> Apprvd as Submitted <input type="radio"/> Apprvd as Modified
--	---	---

Warning - Fraudulent misrepresentation of time by an employee may result in forfeiture of pay or termination of employment

Save Timesheet Total: Work Hrs: 72.00 Leave Hrs: 8.00 Total Hrs: 80.00 Pay Hrs: 80.00 OT Hrs: 0.00 Shift Hrs: 0.00

Return to Search Previous in List Next in List

Elapsed Time | In/Out Time

10. 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.