OFFICE OF HUMAN RESOURCES

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.
4	Click on **In/Out Time**.
5	Enter your start time.
6	Enter the time you started your meal break in the **Time Out** box.
7	Enter the time you return from your meal break in the **Time In** box.
8	Enter your stop time.
9	If you need to record leave during the pay period: • Click on the **Elapsed Time** link. • Click on **Add Leave/Other Code**. • Select the appropriate **Leave Code** (see the HR Web page for definitions) from the drop down box.
10	Click the **Save Timesheet** button.
11	At the end of the pay period, verify that your timesheet is correct.
12	Check the box next to **Check When Timesheet is Complete**.
13	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 are online at www.ubalt.edu/hr