

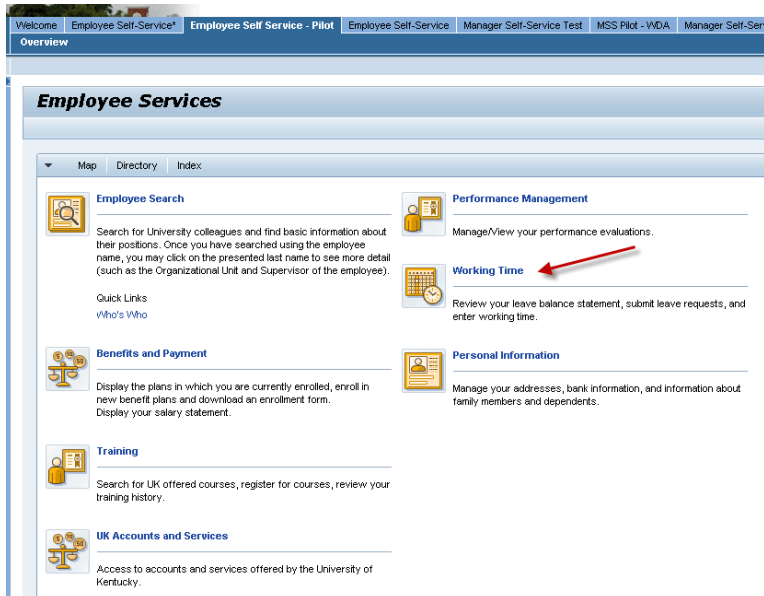
Support Staff Only

RECORD WORKING TIME: Access Employee Self-Service through myUK.

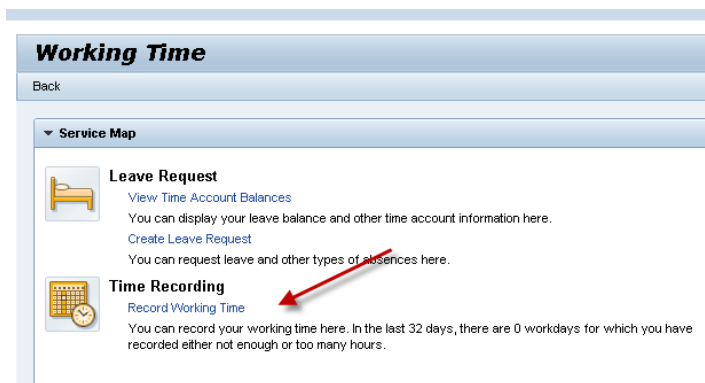
All non-exempt employees should submit working time online through Employee Self-Service. Please choose the “Employee Self Service-Pilot” tab for access to Working Time:



From the Employee Services Overview, choose the Working Time area:



From Working Time, choose Record Working Time:



The Record Working Time page consists of two sections: Calendar and Timesheet. The Calendar area shows time that has been entered, approved, rejected, etc.

Record your working time on the Timesheet. The Timesheet defaults to the current work week, but you may also enter or edit time for the previous week. To record working time, enter the attendance type by choosing from the dropdown menu, and enter the number of hours:

When time has been recorded, click the Save button at the top of the page:

Record Working Time Back Forward

Record Working Times

Save Personnel Assignment Select Profile

Calendar

Completion Status
From: 08/01/2012
To: 10/29/2012
Incomplete Days: 53
Remark: You can navigate from 10/07/2012 to 10/27/2012

Timesheet

Previous Period Next Period Week from: 10/21/2012 Apply Worklist Work Schedule Favorites Check Insert Row Settings

Delete	Date	Pers. Assign	Per. assignTxt.	Alt.Jobs. type	Planned	Actual	Hours	Det.
	SU, 10/21	25029	50105020 00025029 (Active)		40	0		
	MO, 10/22	25029	50105020 00025029 (Active)	HOURS WORKED	8	0	8	
	TU, 10/23	25029	50105020 00025029 (Active)	HOURS WORKED	8	0	8	
	WE, 10/24	25029	50105020 00025029 (Active)	HOURS WORKED	8	0	8	
	TH, 10/25	25029	50105020 00025029 (Active)	HOURS WORKED	8	0	8	
	FR, 10/26	25029	50105020 00025029 (Active)	HOURS WORKED	8	0	8	
	SA, 10/27	25029	50105020 00025029 (Active)		0	0		

You will receive a confirmation message that your data has been saved:

Record Working Time

Record Working Times

Save Personnel Assignment Select Profile

Your data has been saved Display Message Log

Calendar

Completion Status
Remark: You ca

Your working time has been recorded, saved, and sent to your supervisor for approval. To confirm that your time has been approved, click the **Details** icon on any entry to see the status. If you need to make changes after saving your working time, click the **Delete** icon on the timesheet and re-enter/save the new time entry.

Record Working Times

Save Personnel Assignment Select Profile

Calendar



Completion Status

From: 09/01/2012
To: 10/25/2012
Incomplete Days: 59
Remark
You can navigate from 10/01/2012 to 10/27/2012

Timesheet

Previous Period Next Period Week from: 10/21/2012 Apply Worklist Work Schedule Favorites Check Insert Row

Delete	Date	Pers.Assgn	Per. assignmTid	Alt./Inn. type	Planned	Actual	Hours	Settings
	SU, 10/21	10876	50105014 00010876 (Active)		40	24		
	MO, 10/22	10876	50105014 00010876 (Active)	HOURS WORKED	8	8	8	
	TU, 10/23	10876	50105014 00010876 (Active)	HOURS WORKED	8	8	8	
	WE, 10/24	10876	50105014 00010876 (Active)	HOURS WORKED	8	0	0	
	TH, 10/25	10876	50105014 00010876 (Active)		8	0	0	
	FR, 10/26	10876	50105014 00010876 (Active)		8	0	0	
	SA, 10/27	10876	50105014 00010876 (Active)		0	0	0	