



Human Resources
UNIVERSITY *of* WEST FLORIDA

Employee Self-Service

Completing Timesheets

- Open MyUWF – (my.uwf.edu)
- Click: **Login**
- Enter: **Argonet Username and Password**
- Search: **Timesheet**

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Click Time Sheet button.

Title and Department	My Choice	Pay Period and Status
Office Specialist, 101880-00 Human Resources, 1450	<input checked="" type="radio"/>	Nov 17, 2019 to Nov 30, 2019 In Progress ▼

Time Sheet

RELEASE: 8.12.1.5

- Select: **Pay Period**
- Click: 

Time and Leave Reporting Screen

Time and Leave Reporting

Select the link under a date to enter hours or days. Click Next or Previous button to navigate through the dates within the period.
 Enter minutes as: 15 min. = .25, 30 min. = .50, 45 min. = .75

Time Sheet
Title and Number: Office Specialist -- 101880-00
Department and Number: Human Resources -- 1450
Time Sheet Period: Nov 17, 2019 to Nov 30, 2019
Submit By Date: Dec 02, 2019 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Nov 17, 2019	Monday Nov 18, 2019	Tuesday Nov 19, 2019	Wednesday Nov 20, 2019	Thursday Nov 21, 2019	Friday Nov 22, 2019	Saturday Nov 23, 2019
Regular Earnings	1		0	24	Enter Hours		8	8	8	Enter Hours	Enter Hours
Annual Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OT Comp Pay (Used)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Comp Pay (Used)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OT Comp Leave (Earned)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Comp Leave (Earned)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:				24	0		8	8	8	0	0
Total Units:				0	0	0	0	0	0	0	0

- Go to: **Type of Earning** and **Correct Day**
- Click: **Enter Hours**

Time and Leave Reporting

Select the link under a date to enter hours or days. Click Next or Previous button to navigate through the dates within the period.

Enter minutes as: 15 min. = .25, 30 min. = .50, 45 min. = .75

Time Sheet

Title and Number:	Office Specialist -- 101880-00
Department and Number:	Human Resources -- 1450
Time Sheet Period:	Nov 17, 2019 to Nov 30, 2019
Submit By Date:	Dec 02, 2019 by 10:00 AM

Earning: Regular Earnings
Date: Nov 21, 2019
Shift:
Hours:

- Enter: **# of hours worked or leave taken**
- Click:

Time and Leave Reporting

Select the link under a date to enter hours or days. Click Next or Previous button to navigate through the dates within the period.
 Enter minutes as: 15 min. = .25, 30 min. = .50, 45 min. = .75

Time Sheet
Title and Number: Office Specialist -- 101880-00
Department and Number: Human Resources -- 1450
Time Sheet Period: Nov 17, 2019 to Nov 30, 2019
Submit By Date: Dec 02, 2019 by 10:00 AM

Earning: Regular Earnings
Date: Nov 21, 2019
Shift: 1
Hours: 8

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Nov 17, 2019	Monday Nov 18, 2019	Tuesday Nov 19, 2019	Wednesday Nov 20, 2019	Thursday Nov 21, 2019	Friday Nov 22, 2019	Saturday Nov 23, 2019
Regular Earnings	1		0	24	Enter Hours	8	8	8	Enter Hours	Enter Hours	Enter Hours
Annual Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

- Click: **Enter Hours**
- Continue to enter hours for days you worked or took leave.
 - **Note: University Work Force full time employees must account for 40 hours per work week (Sunday through Saturday)**
- Click: **Save** to be sure you save the hours you have entered.

Total Hours:	24	0	8	8	8	0	0	0
Total Units:	0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.14.0.1

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- When all time for the entire pay period has been entered, click to send timesheet to your approver.

Time and Leave Reporting

Select the link under a date to enter hours or days. Click Next or Previous button to navigate through the dates within the period.

Enter minutes as: 15 min. = .25, 30 min. = .50, 45 min. = .75

⚠ Your time sheet was submitted successfully.

Time Sheet

Title and Number:

Office Specialist -- 101880-00

Department and Number:

Human Resources -- 1450

Time Sheet Period:

Nov 17, 2019 to Nov 30, 2019

Submit By Date:

Dec 02, 2019 by 10:00 AM

- Message: **“Your time sheet was submitted successfully.”**
- When time reporting is complete, click **Exit** to close the timesheet app.

Time and Leave Reporting

Select the link under a date to enter hours or days. Click Next or Previous button to navigate through the dates within the period.
 Enter minutes as: 15 min. = .25, 30 min. = .50, 45 min. = .75

Time Sheet
Title and Number: Office Specialist -- 101880-00
Department and Number: Human Resources -- 1450
Time Sheet Period: Nov 17, 2019 to Nov 30, 2019
Submit By Date: Dec 02, 2019 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Nov 17, 2019	Monday Nov 18, 2019	Tuesday Nov 19, 2019	Wednesday Nov 20, 2019	Thursday Nov 21, 2019	Friday Nov 22, 2019	Saturday Nov 23, 2019
Regular Earnings	1		0	24	Enter Hours		8	8	8	Enter Hours	Enter Hours
Annual Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Administrative Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OT Comp Pay (Used)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Comp Pay (Used)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
OT Comp Leave (Earned)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Special Comp Leave (Earned)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Leave Without Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:				24		0	8	8	8	0	0
Total Units:				0		0	0	0	0	0	0

- Once in the timesheet, go to: **Type of Earning** and **Correct Day**
- Click: **Enter Hours**

Time and Leave Reporting

Select the link under a date to enter hours or days. Click Next or Previous button to navigate through the dates within the period.

Enter minutes as: 15 min. = .25, 30 min. = .50, 45 min. = .75

Time Sheet
Title and Number: Office Specialist -- 101880-00
Department and Number: Human Resources -- 1450
Time Sheet Period: Nov 17, 2019 to Nov 30, 2019
Submit By Date: Dec 02, 2019 by 10:00 AM

Earning: Regular Earnings
Date: Nov 21, 2019
Shift:
Hours:

- Enter: **Number of hours worked or leave taken**
- Click:
- To copy hours from one date to other days,
click:

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code: Regular Earnings, Shift 1
Date and Hours to Copy: Nov 21, 2019, 0 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:


Include Sundays:

Copy by date:

Sunday Nov 17, 2019	Monday Nov 18, 2019	Tuesday Nov 19, 2019	Wednesday Nov 20, 2019	Thursday Nov 21, 2019	Friday Nov 22, 2019	Saturday Nov 23, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sunday Nov 24, 2019	Monday Nov 25, 2019	Tuesday Nov 26, 2019	Wednesday Nov 27, 2019	Thursday Nov 28, 2019	Friday Nov 29, 2019	Saturday Nov 30, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Time Sheet](#) | [Previous Menu](#) | [Copy](#)

RELEASE: 8.14.0.1

- Select dates to have time copied to. If copying to end of the pay period, select checkbox: “**Copy from date displayed to end of the pay period**”
- Click: 

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Your hours have been copied successfully.

Earnings Code: Regular Earnings, Shift 1
Date and Hours to Copy: Nov 21, 2019, 8 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:


Copy by date:

Sunday Nov 17, 2019	Monday Nov 18, 2019	Tuesday Nov 19, 2019	Wednesday Nov 20, 2019	Thursday Nov 21, 2019	Friday Nov 22, 2019	Saturday Nov 23, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Nov 24, 2019	Monday Nov 25, 2019	Tuesday Nov 26, 2019	Wednesday Nov 27, 2019	Thursday Nov 28, 2019	Friday Nov 29, 2019	Saturday Nov 30, 2019
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu Copy

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- “The hours have been copied successfully”, message displays.
- Click  to return to the timesheet screen.

Total Hours:	24	0	8	8	8	0	0	0
Total Units:	0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.14.0.1

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- When all time for the entire pay period has been entered, click to send timesheet to your approver. Click **Exit** to close the time sheet app.

Total Hours:	24	0	8	8	8	0	0	0
Total Units:	0	0	0	0	0	0	0	0

Position Selection **Comments** Preview Submit for Approval **Restart** **Next**

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.14.0.1

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- To navigate within pay periods:
 - To see the next week in the pay period, Click: 
 - To return to the previous week, Click: 
 - If there is an error when entering time, Click:  to clear the form and re-enter the information.

Comments

Enter or edit comments until you submit the record for approval.

Made By: You
Comment Date: Nov 21, 2019
Enter or Edit Comment:

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- To add comments to the time sheet:
 - Click:
 - Type the message/comments. **Note:** The comments can be viewed by the person who enters the time and by the person who will approve the time.
 - Click:
 - Click: to return to the previous menu.

Total Hours:	24	0	8	8	8	0	0	0
Total Units:	0	0	0	0	0	0	0	0

[Position Selection](#)
[Comments](#)
[Preview](#)
[Submit for Approval](#)
[Restart](#)
[Next](#)

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.14.0.1

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Summary of Reported Time

Set your printer layout to Landscape before printing.

Office Specialist, 101880-00 Human Resources, 1450

Time Sheet

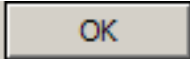
Earning Code	Shift	Total Hours	Total Units	Sunday , Nov 17, 2019	Monday , Nov 18, 2019	Tuesday , Nov 19, 2019	Wednesday, Nov 20, 2019	Thursday , Nov 21, 2019	Friday , Nov 22, 2019	Saturday , Nov 23, 2019	Sunday , Nov 24, 2019	Monday , Nov 25, 2019	Tuesday , Nov 26, 2019	Wednesday, Nov 27, 2019	Thursday , Nov 28, 2019	Friday , Nov 29, 2019	Saturday , Nov 30, 2019
Regular Earnings	1	24			8	8	8										
Total Hours:		24			8	8	8										
Total Units:			0														

Comments

Date	Made by	Comments
Nov 21, 2019 09:08 am	You	Timesheet recalled (System Generated)

[Previous Menu](#)
RELEASE: 8.12.1.5

- Preview and Print Timesheet:
 - Click: [Preview](#) to see the full screen version of the time sheet.

- To print a copy of the time sheet for your records:
 - Select **File** from the browser menu.
 - Select **Page Setup**.
 - In the Orientation section, select **Landscape**.
 - Click: 
 - Select **File** from the browser menu.
 - Select **Print**.