On-Line Time Reporting

1. Log in to *Employee Self Service* from the University of Iowa homepage [http://www.uiowa.edu/](http://www.uiowa.edu/).

2. On the *Employee Self Service* page, click on the *Personal* tab at the top of the page.

3. Under the *Time Reporting* section, select *Employee Time Records*. 
4. When you get to the *Employee Time Records* page and are ready to document your time, click on the date(s) in which you worked. You can do this daily or wait until the end of the pay period and document all at once. To avoid missing out on getting paid, we recommend you document your time at the end of each work day.

5. When you get to the *Time Entry* page, select *Record Hours* or *Record Times*. (You may either record the number of hours worked or the time of day you worked).

**Record Hours:**

All entries must be made in hours or tenths of an hour using the table below. If the time worked is not exactly even in tenths of an hour, round up to the next tenth of an hour.
(For example: 2 hours 15 minutes equals 2.25 hours. Round to 2.3 hours.)

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Fraction</th>
</tr>
</thead>
<tbody>
<tr>
<td>06</td>
<td>.1</td>
</tr>
<tr>
<td>12</td>
<td>.2</td>
</tr>
<tr>
<td>18</td>
<td>.3</td>
</tr>
<tr>
<td>24</td>
<td>.4</td>
</tr>
<tr>
<td>30</td>
<td>.5</td>
</tr>
<tr>
<td>36</td>
<td>.6</td>
</tr>
<tr>
<td>42</td>
<td>.7</td>
</tr>
<tr>
<td>48</td>
<td>.8</td>
</tr>
<tr>
<td>54</td>
<td>.9</td>
</tr>
</tbody>
</table>

![Time Entry for 4/27/2015](image-url)
Although you may choose to *Record Hours*, *Record Times* is recommended as the system automatically translates your minutes worked into a decimal point.

**Record Times:**

![Record Times interface](image)

Below is an example of what your time records will look like on your calendar when submitted properly:

![Time records](image)
6. To ensure you are paid accurately, verify your hours before the end of the pay period which is indicated by the green circle below. Before the end of the pay period, you must submit your time records for the last two weeks of work.

7. When your hours are verified, select *Submit Time Records* at the bottom left of the screen.

8. On the Time Record Details page, it is very important that you select the right supervisor under *Choose Supervisor*. If the supervisor listed is not correct, click the *Change* button to the right to update to the correct supervisor.
9. **If you need to change the supervisor’s name, type it in the search box.** If unsure who to post as your supervisor, communicate directly with your supervisor or Human Resources representative.

Once you find the correct supervisor, click on his/her name to make the change.

10. Finally, click **Submit for Approval**.
11. If you are done working for the pay period but the period has not officially ended, a box will pop up asking if you are sure about submitting this record. If you will not be working again before the end of the pay period, click *Submit Time Record*.

![Submit Time Record](image)

12. If your time records have been submitted properly, you will receive the following message:

![Time Record Details](image)

**Note:**

If you are employed at an off-campus work-study site, each bi-weekly pay period you will be notified of the person to list as your supervisor. You may also be required to document work hours on a paper log for your supervisor or human resources representative according to individual employer policies/procedures.

If you have any questions regarding on-line time reporting, contact:

Student Employment  
Room 213 Calvin Hall  
The University of Iowa  
Iowa City, IA  52242-1315

319-335-1460  
student-employment@uiowa.edu