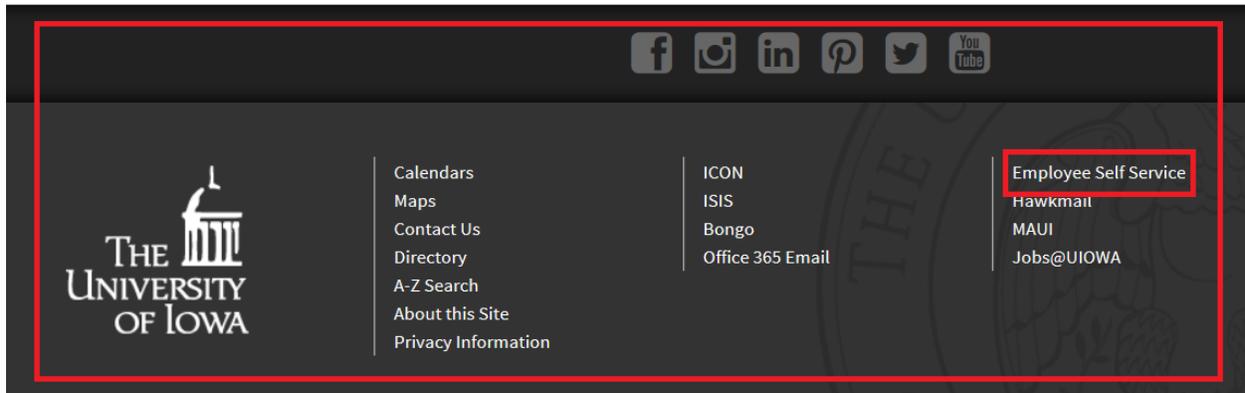


On-Line Time Reporting

1. Log in to *Employee Self Service* from the University of Iowa homepage <http://www.uiowa.edu/>.

A screenshot of the HawkID Login form. The form has a yellow header with the 'IOWA' logo and the text 'HawkID Login'. Below the header are two input fields: 'HawkID:' and 'Password:'. A 'Sign In' button is located below the password field. Below the form is a section titled 'Links to Common Questions' with three bullet points: 'Don't know your hawkid?', 'Forgot your password?', and 'More hawkid information...'. The entire form is enclosed in a yellow border.

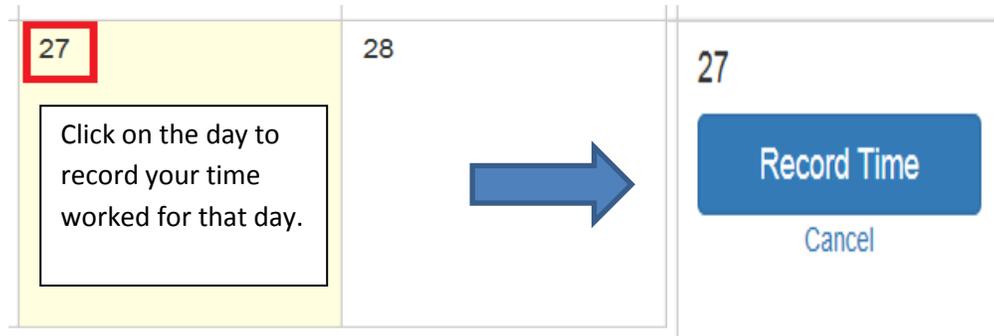
2. On the *Employee Self Service* page, click on the *Personal* tab at the top of the page.



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.)

06 minutes = .1	24 minutes = .4	42 minutes = .7
12 minutes = .2	30 minutes = .5	48 minutes = .8
18 minutes = .3	36 minutes = .6	54 minutes = .9

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:

The screenshot shows a 'Time Entry for 4/28/2015' window. At the top, there are two tabs: 'Record Hours' and 'Record Times', with 'Record Times' selected. Below the tabs are input fields for 'Start Time' (12:00pm) and 'End Time' (1:50pm), accompanied by '+' and '-' icons. The job is set to 'Office Work (\$110 / \$8.75)'. A smaller version of the 'Record Times' interface is shown within the main window, mirroring the top section. At the bottom right, the text 'Hours: 1.8' is displayed in a red-bordered box. At the bottom left, there is a question mark icon. At the bottom right, there are 'Cancel' and 'Save Changes' buttons.

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

12	13 \$110 / \$8.5 2 Hourly Earnings	14 \$110 / \$8.5 1.8 Hourly Earnings	15 \$110 / \$8.5 4.1 Hourly Earnings	16	17 \$110 / \$8.5 2.8 Hourly Earnings	18
19	20 \$110 / \$8.5 6.2 Hourly Earnings	21 \$110 / \$8.5 1.8 Hourly Earnings	22 \$110 / \$8.5 4.2 Hourly Earnings	23	24 \$110 / \$8.5 2.5 Hourly Earnings	25

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.

Choose Supervisor

Supervisor: SCHLICK, DIANE

Katherine Kral

Search must be a minimum of 3 characters

Name/job	Dept	Remote Id
KRAL, KATHERINE JO Admin Services Specialist	Prov-Student Finacial Aid Ops 02-4666	00049555

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

Choose Supervisor

Supervisor: KRAL, KATHERINE JO

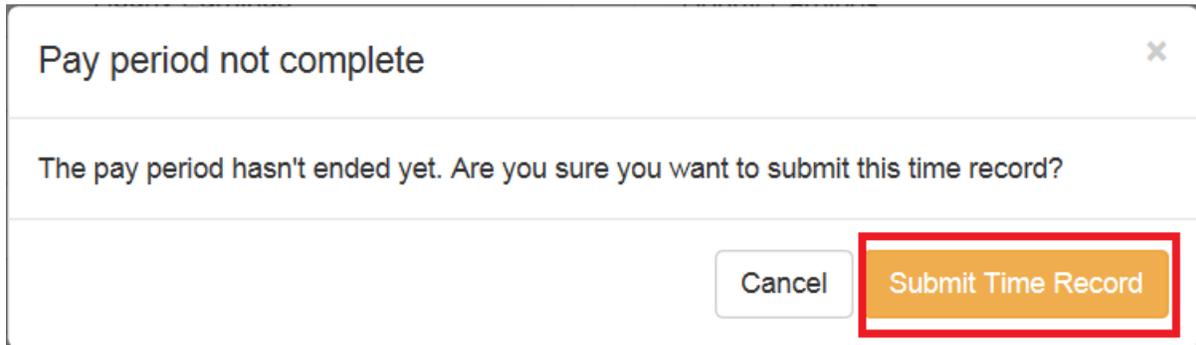
10. Finally, click *Submit for Approval*.

Choose Supervisor

Supervisor: KRAL, KATHERINE JO

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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*.



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

Time Record Details

Yippee! You don't have any timesheets left to submit.

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