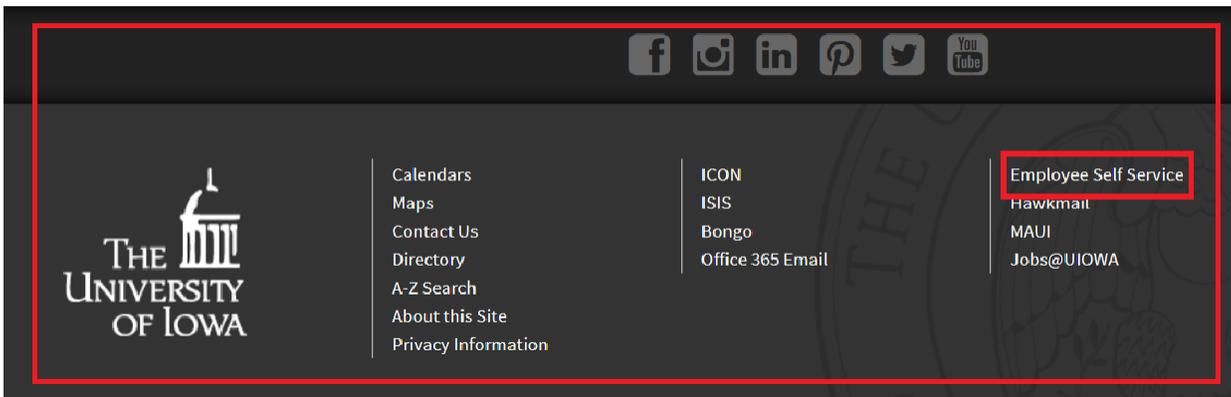
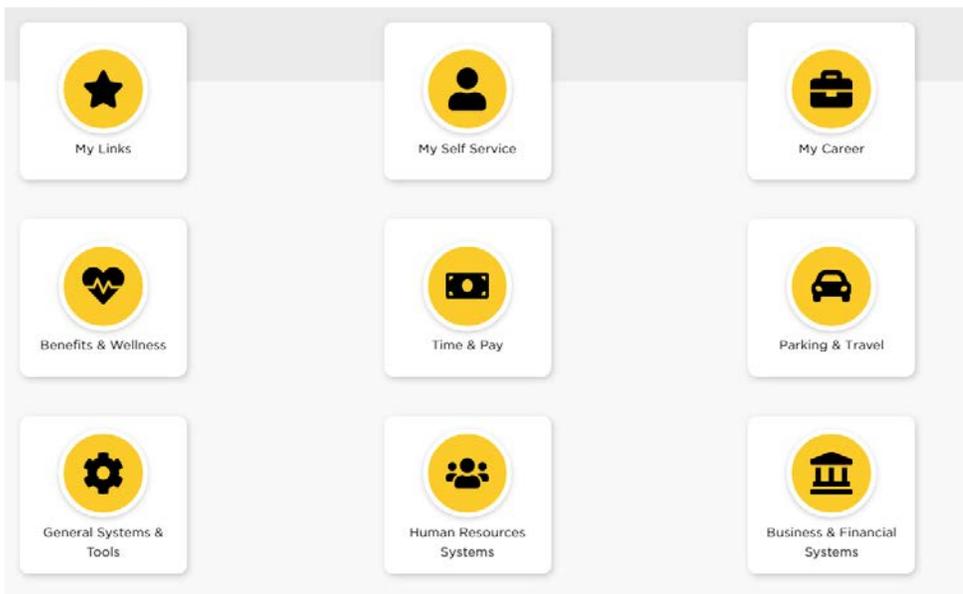


On-Line Time Reporting

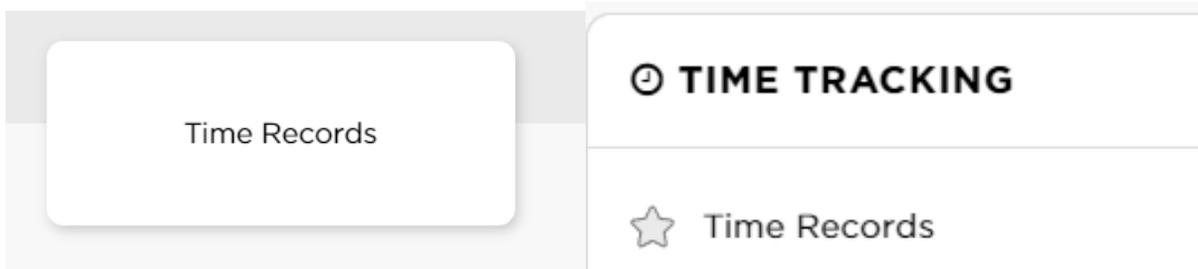
1. Log in to Employee Self Service from the University of Iowa homepage, <http://www.uiowa.edu/>.

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

2. On the Employee Self Service page, click on the "Time & Pay" tile in the center of the dashboard



3. Select the “Time Records” tile or “Time Records” under the Time Tracking section. A new window will open.

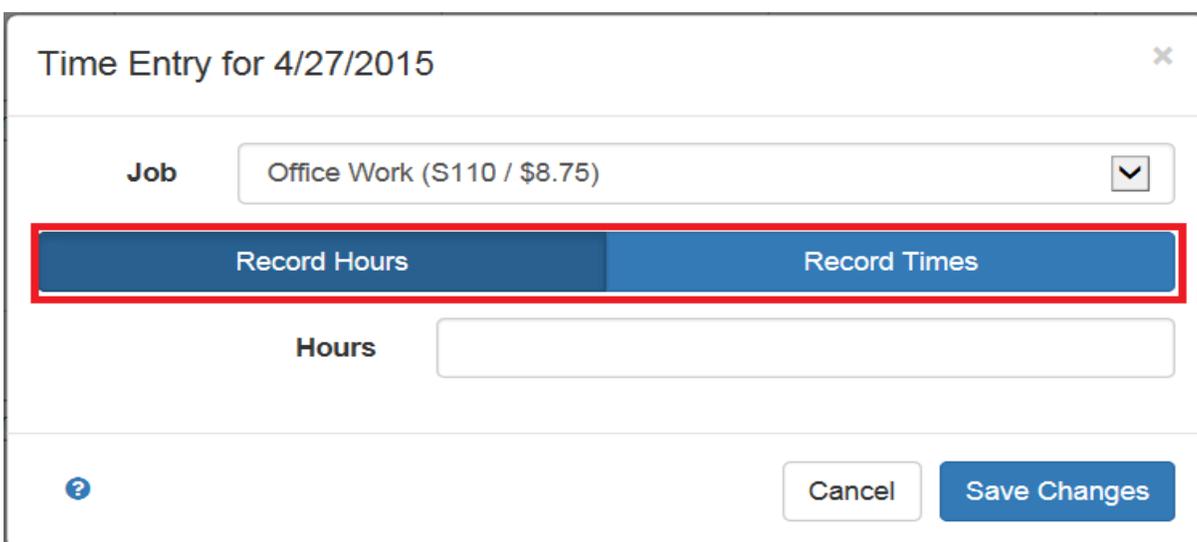


4. When you get to the Employee Time Records page and are ready to document your time, click on the date/s in which you worked. You can do this daily or wait until the end of the pay period and document all at once. To avoid missing out on getting paid, we recommend you document your time at the end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



5. When you get to the Time Entry page, select Record Hours or Record Times (Your preference).

Record Hours:

A screenshot of a "Time Entry for 4/27/2015" form. At the top, there is a "Job" dropdown menu with "Office Work (S110 / \$8.75)" selected. Below this, there are two blue buttons: "Record Hours" and "Record Times", both of which are highlighted with a red border. Underneath these buttons is a text input field labeled "Hours". At the bottom of the form, there is a question mark icon, a "Cancel" button, and a "Save Changes" button.

Record Times:

Record Hours
Record Times

+
-

Although you may choose Record Hours, Record Times is recommended as it automatically translates your minutes worked into a decimal point. See the chart below:

All entries are made in hours or tenths of an hour using the following schedule:

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

If the time worked is not exactly even in tenths of an hour, "round" to the next tenth of an hour.

Time Entry for 4/28/2015 ✕

Job Office Work (S110 / \$8.75) ▼

Record Hours
Record Times

+
-

Hours: 1.8

?
Cancel
Save Changes

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

12	13 S110 / \$8.5 .2 Hourly Earnings	14 S110 / \$8.5 1.8 Hourly Earnings	15 S110 / \$8.5 4.1 Hourly Earnings	16	17 S110 / \$8.5 2.8 Hourly Earnings	18
19	20 S110 / \$8.5 6.2 Hourly Earnings	21 S110 / \$8.5 1.8 Hourly Earnings	22 S110 / \$8.5 4.2 Hourly Earnings	23	24 S110 / \$8.5 2.5 Hourly Earnings	25

6. To ensure you are paid accurately, please 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.

← April 2015 May 2015 June 2015 →

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7	8	9

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

17	18
----	----

[Submit Time Records](#)

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.**

Choose Supervisor

Supervisor: SCHLICK, DIANE [Change](#)

[Submit for Approval](#) [Save](#) [Back to Calendar](#)

9. **If you need to change the supervisor's name, type it in the search box.** If unsure who to post as your supervisor, please 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 Financial Aid Ops 02-4666	00049555

[Back to Calendar](#)

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

Choose Supervisor

Supervisor: KRAL, KATHERINE JO

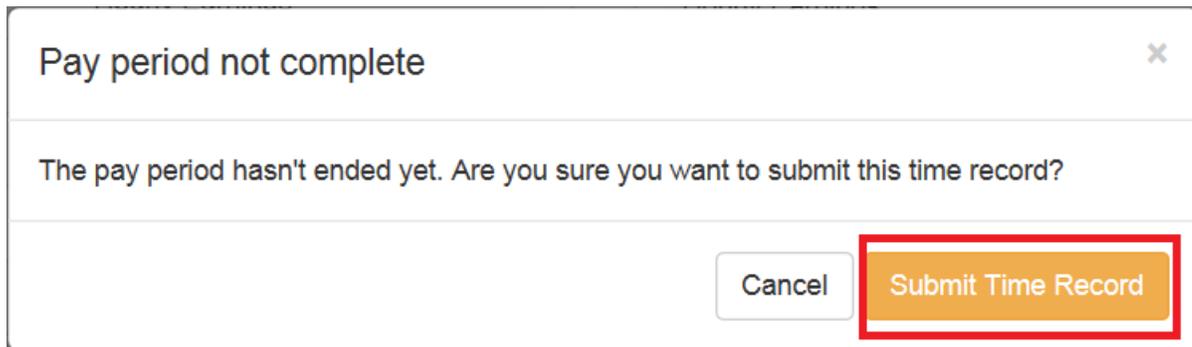
10. Finally, click "Submit for Approval".

Choose Supervisor

Supervisor: KRAL, KATHERINE JO

[Back to Calendar](#)

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, go ahead and click "Submit Time Record".



Pay period not complete

The pay period hasn't ended yet. Are you sure you want to submit this time record?

Cancel Submit Time Record

12. If your time records have been submitted properly you will get the following message on the next page:

Time Record Details

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

Note:

Students employed at off campus work-study sites will be notified each bi-weekly pay period of the person to list as their 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 further questions about on-line time reporting, please contact:

University Workforce Operations

University Services Building

1 W Prentiss St. Iowa City, IA 52242-1315

Phone: 319-335-2381

Email: student-employment@uiowa.edu -- Non work-study

work-study@uiowa.edu -- Work-study