What is Enter Time Tile

Enter Time Tile is your electronic timesheet. The Enter Time Tile is the location where you will report hours worked in the system.
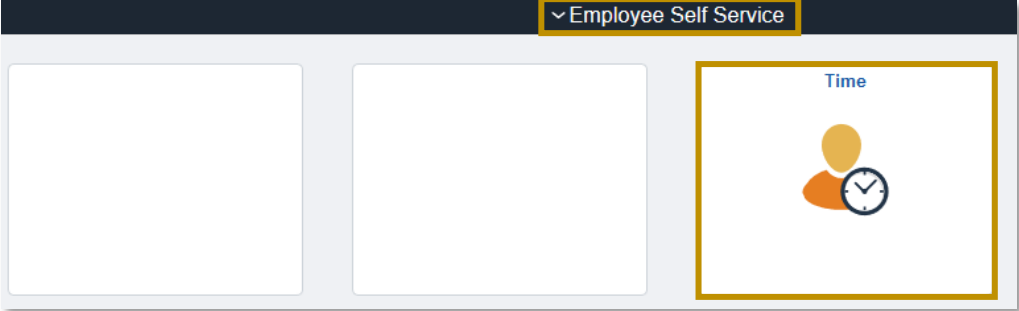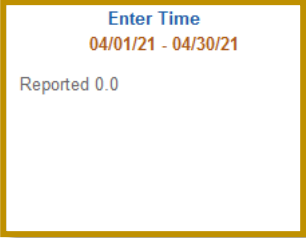
Definitions

- **Elapsed Time Reporter:** Employee will log the quantity of hours worked on a given day.
- **Punch Time Reporter:** Employee will log their In time and Out time worked on a given day.

Navigating to Timesheet (Enter Time Tile):

Step 1	Log into your employee portal (MyUNTSystem.edu)	
Step 2	Under Employee Self Service option, select "Time" Tile.	
Step 3	Select "Enter Time" Tile.	

Entering Time as an Elapsed Time Reporter:

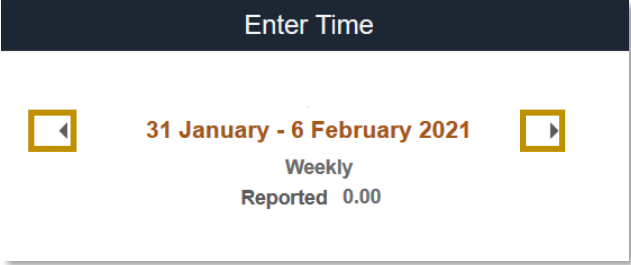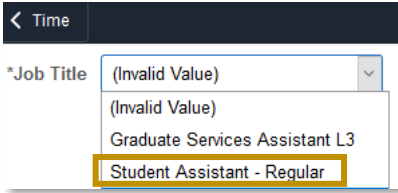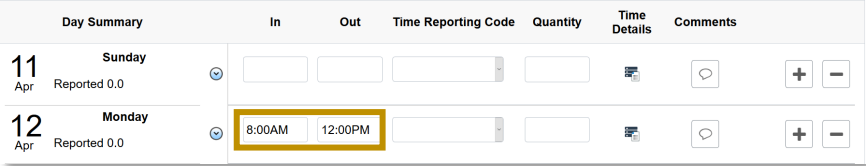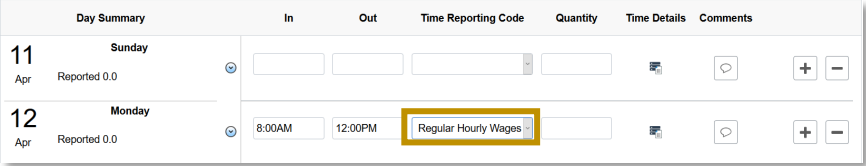|		
Step 1	Select the week you wish to report time for by selecting the arrows. • Left Arrow = go back in time. • Right Arrow = go forward in time. Or click the date for a calendar pop-up to apprear.	
Step 1.A	If you have multiple jobs, select the position in which you need to report time for.	
Step 2	Select the Time Reporting Code (TRC) you need to enter on your timesheet. • Refer to the Timesheet TRC Guide if you need more information on which TRC to use.	
Step 3	Enter the quanity of hours for each day worked.	

Step 3.A	• Select the Plus sign to add an additional row of data for the day. • Select the Minus sign to remove a row of data for the day.	
Step 3.B	Select the comment icon to add a comment on a specific day.	
Step 4	Select "Submit" and "OK" to submit timesheet for approval.	
Step 5	Your timesheet is now pending approval.	

You have now successfully entered time on your timesheet!

Entering Time as an Punch Time Reporter:

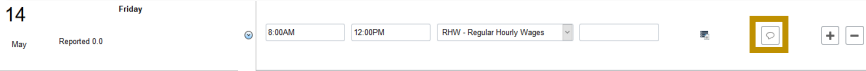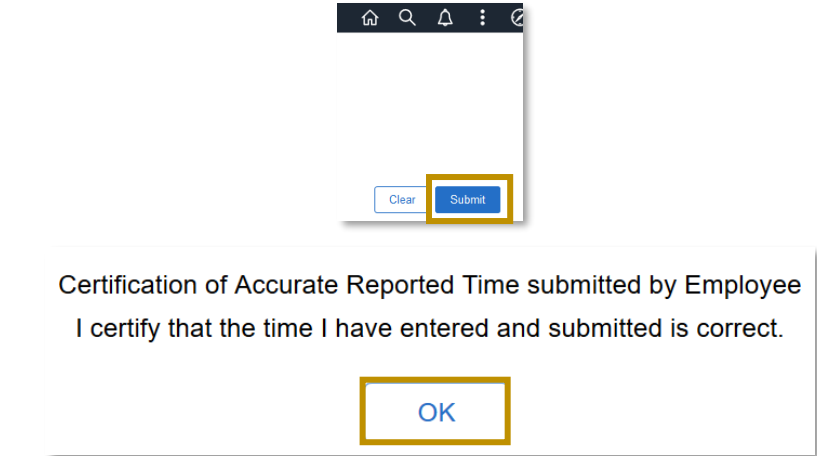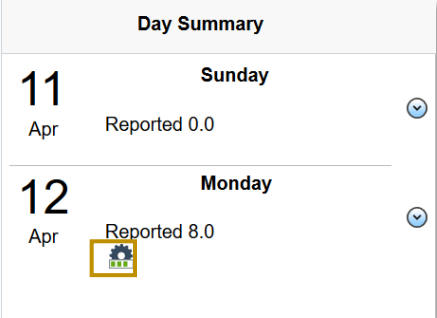| Step 1	Select the week you wish to report time for by selecting the arrows. • Left Arrow = go back in time. • Right Arrow = go forward in time.	
Step 1.A	If you have multiple jobs, select the position in which you need to report time for.	
Step 2	Enter the In and Out times for the specific day your reporting time for.	
Step 3	Select the Time Reporting Code (TRC) you need to enter on your timesheet. • Refer to the Timesheet TRC Guide if you need more information on which TRC to use.	
Step 3.A	• Select the Plus sign to add an additional row for the day. • Select the Minus sign to remove a row of data for the day.	
Step 3.B	Select the comment icon to add a comment on a specific day.	

		Time Reporting Comments ✕ Comments related to Time entered for 02/05/2021 Comment once entered cannot be altered or removed. Enter comment here. **Add Comment** Clear
Step 4	Select "Submit" and "OK" to submit timesheet for approval.	Clear Submit Certification of Accurate Reported Time submitted by Employee I certify that the time I have entered and submitted is correct. **OK**
Step 5	Your timesheet is now pending approval.	**Day Summary** **11** Apr **Sunday** Reported 0.0 **12** Apr **Monday** Reported 8.0

You have now successfully entered time on your timesheet!

If you have any questions or issues, please contact timeandlabor@untsystem.edu.