



End User – Report Time Tile

What is Enter Time Tile

Report Time Tile is your electronic timesheet. The Report Time Tile is the location where you will punch in and punch out hours worked in the system.


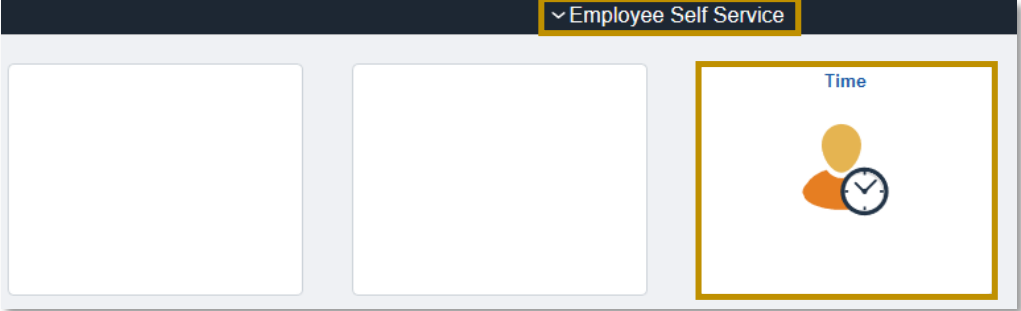
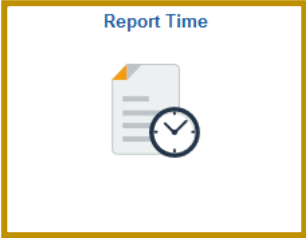
Definitions

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



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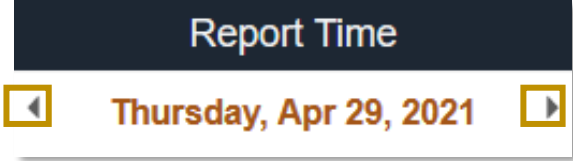
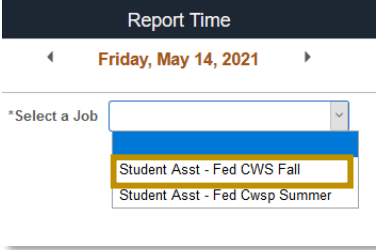
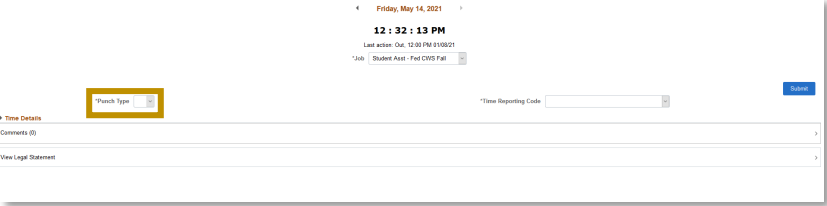
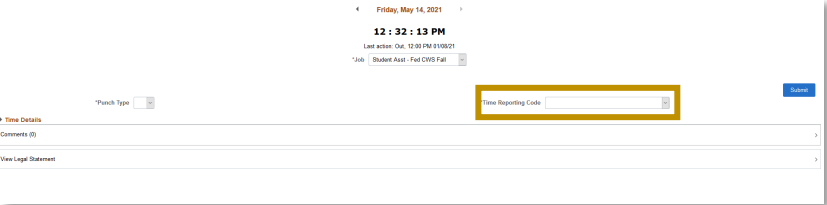
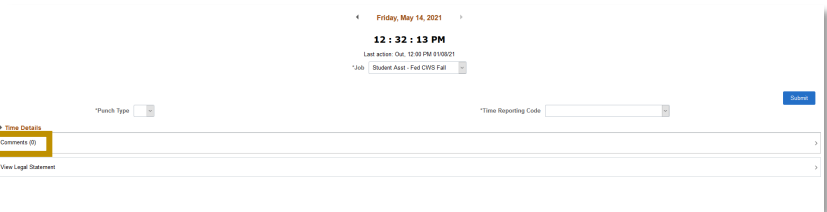
Navigating to Timesheet (Report Time Tile):

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



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Reporting Time:

<p>Step 1</p>	<p>Select the day you wish to report time for by selecting the arrows.</p> <ul style="list-style-type: none"> • Left Arrow = go back in time. • Right Arrow = go forward in time. 	
<p>Step 1.A</p>	<p>If you have multiple jobs, select the position in which you need to report time for.</p>	
<p>Step 2</p>	<p>Select the Punch Type</p>	
<p>Step 3</p>	<p>Select the Time Reporting Code (TRC) you need to enter on your timesheet.</p> <ul style="list-style-type: none"> • Refer to the Timesheet TRC Guide if you need more information on which TRC to use. 	
<p>Step 3.B</p>	<p>Select the comment to add a comment on a specific day.</p>	





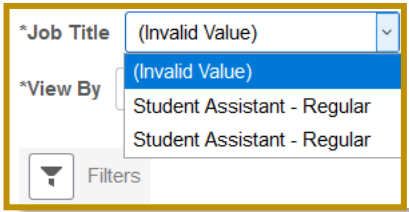
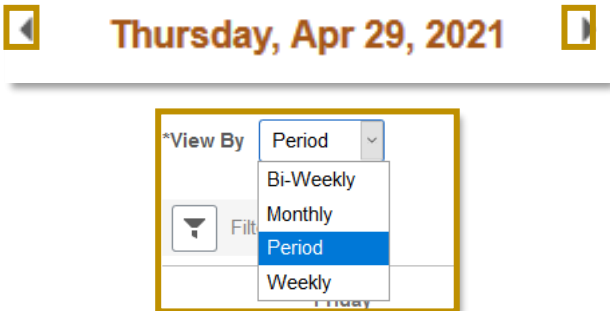
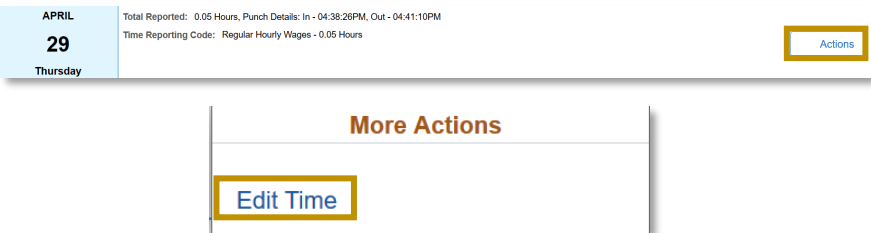
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Step 4	Select “Submit” and “OK” to submit timesheet for approval.									
Step 5	Your time punch has been submitted and is now pending approval.	<table border="1"> <thead> <tr> <th colspan="2">Time Details</th> </tr> </thead> <tbody> <tr> <td colspan="2">Submitted 0.0 Hours</td> </tr> <tr> <td>Out</td> <td>04:41:10PM</td> </tr> <tr> <td>In</td> <td>04:38:26PM</td> </tr> </tbody> </table>	Time Details		Submitted 0.0 Hours		Out	04:41:10PM	In	04:38:26PM
Time Details										
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Out	04:41:10PM									
In	04:38:26PM									

You have now successfully entered time on your timesheet!

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Correcting an Incorrect Time Entry:

<p>Step 1</p>	<p>Under Employee Self Service option, select “Time” Tile.</p>	
<p>Step 2</p>	<p>Select “Time Summary” Tile.</p>	
<p>Step 2.A</p>	<p>Select the Job Tile drop down to select the Job in which the time needs to be correct for.</p> <ul style="list-style-type: none"> You will only see this option if you have multiple jobs. 	
<p>Step 3</p>	<p>Select the time period in which you wish to review.</p> <ul style="list-style-type: none"> You can change the View By setting if needing. This is located on the left side of screen. 	
<p>Step 4</p>	<p>To edit a time entry, such as a double punch, select the day that needs to be edited, “Actions” button, and “Edit Time”.</p> <ul style="list-style-type: none"> You cannot edit approved time entries. 	



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<p>Step 5</p>	<ul style="list-style-type: none"> 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. 	
<p>Step 6</p>	<p>Select the comment icon to add a comment about the change.</p>	
<p>Step 4</p>	<p>Select "Submit" to submit timesheet for approval.</p>	
<p>Step 5</p>	<p>Your timesheet is now pending approval.</p>	

You have now successfully edited time on your timesheet!

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