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 appear. |

![Time Summary](image)

| Step 1.A | If you have multiple jobs, select the position in which you need to report time for. |
|          | ![Job Title](image) |

| 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. |

![Time Reporting Code / Time Details](image)

| Step 3  | Enter the quantity of hours for each day worked. |
|         | ![Time Reporting Code / Time Details](image) |

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. |
### Step 4
Select “Submit” and “OK” to submit timesheet for approval.

### Step 5
Your timesheet is now pending approval.

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You have now successfully entered time on your timesheet!

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