

# “MY TIME” Quick Guide for College of Letters & Science Student Hourly Employees

1. You will need:
  - a. User Name (person id from payroll system) \_\_\_\_\_
  - b. Password
  - c. Appointment Number (Appt-Job Number) \_\_\_\_\_
  - d. If you would like to access MY TIME from your desktop (at work or home), the desktop must meet the following requirements:
    1. You must have administrative rights to the computer.
    2. **Processor:** 300 MHz Pentium (minimum); 400 MHz Pentium (recommended)
    3. **Memory:** 64 MB
    4. **Operating System:** Microsoft Windows 95, 98, 2000 SP1, NT workstation v4.0 SP6a, XP Professional
    5. **Browser:** IE 5.5 or above; Netscape 6.1 (Note: DoIT does not support this version of Netscape)
    6. **Other:** 800x600 screen resolution (minimum) 1024x768 (recommended)
    7. **JRE (Java Runtime Emulator):** When a user first brings up the My Time URL, it will begin to download required JRE software.
    8. **If you plan to print your timesheet from home:** You may get a “Forbidden” message when trying to print your timesheet using the "Timesheet Print" link on the navigation bar from a desktop outside of the campus network. To resolve the problem, access from a computer on campus or use WiscVPN (<http://www.doit.wisc.edu/network/vpn/index.asp>).
2. Make sure that you have pop-up blockers turned off when using MY TIME.  
(Tools>Pop-Up Blocker>Turn Off Pop-Up Blocker)
3. Log on at <http://mytime.wisc.edu/wfc/logon>

If the following message appears, wait until the gears have stopped before continuing. If you have problems at this point, contact DoIT Help.



4. Enter your **User Name** and **Password**. Then click **Log On** or hit **Enter**.



**Note:** If this is the first time logging on or if you’ve had your password reset, use your default password which is your last name in lower case. If your last name is less than 5 characters, the word “pass” is added to the end of your name. You will then be prompted to change your password.

**Problems:** If you have problems with your password, contact your department/center payroll coordinator.

5. The College of Letters & Science uses the “START/STOP” web entry method in MY TIME. Therefore, the Pay Period Close Screen appears. This screen is where you enter your hours worked. Note the following:
- The default for Time Period is the Current Pay Period.
  - It is recommended that you enter your hours worked on a daily basis.
  - For every IN there must be an OUT.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
	Sun 7/03										
	Mon 7/04			6:00AM	A174700/A17T...	2:00PM				8:00	8:00
	Tue 7/05			5:00AM	A177561/A17A...	11:00AM				6:00	
	Tue 7/05			2:00PM		6:00PM				4:00	10:00
	Wed 7/06										
	Thu 7/07										
	Fri 7/08										
	Sat 7/09										
	Sun 7/10										
	Mon 7/11										
	Tue 7/12										

- YOU MUST** have information displayed in the Transfer area for each IN and OUT record. The information here tells the system what job the hours you are working should be charged to. You must choose an appt-job (your appointment number) even if you only have one job. Not doing so could result in your not being paid for all of the hours.

6. To choose the appt-job that these hours should be charged to, click in the TRANSFER area. Choose Search.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
	Sun 7/03										
	Mon 7/04			6:00AM	A174700/A17T...	2:00PM				8:00	8:00
	Tue 7/05			5:00AM	A177561/A17A...	11:00AM				6:00	
	Tue 7/05			2:00PM		6:00PM				4:00	10:00
	Wed 7/06										
	Thu 7/07										
	Fri 7/08										
	Sat 7/09										

7. You will get a screen similar to this one. Select **Appt-Job** radio button.

**Select Transfer**

Name or Description:  Search

Search Results:

- 92486,CIMC Training 83322
- 92861,CIMC Computer Support lab 1 8340
- 92868,CIMC Tech Support 83404
- 92869,CIMC Reference Asst 83405
- 92870,CIMC Circulation Desk 83406
- ZZZZZZZZ,SUPERVISOR DEFAULT APPO

Labor Account:

Department

Supervisor

Appt-Job

Costing

Person ID

Name:  Description:

Clear

Click or use Enter key to Select >

Transfer:

Labor Account:  ; Work Rule: <None>

OK Cancel Refresh Help

8. ALL of your appointments are displayed.

9. Choose (by clicking on it to highlight) the appointment that corresponds to the appointment number that was given to you by your department/center payroll coordinator.

10. Click **OK**.

11. Timecard is displayed with selected appointment

	Date	Pay Code	Amount	In	Transfer	Out
	Sun 7/03					
	Mon 7/04			6:00AM	A174700/A17T...	2:00PM
	Tue 7/05			5:00AM	A177561/A17A...	11:00AM
	Tue 7/05			2:00PM	//92870M	6:00PM
	Wed 7/06					

12. Save your entry by selecting **Save** from the menu.

13. If you see ERR APPT/ZZZ.... in the TRANSFER area, contact your department/center payroll coordinator to have this removed. This error most likely occurred because the student did not choose the APPT-JOB radio button in Step 7 above. After the department/center payroll coordinator has deleted the information, the student should go into his/her timecard and do Steps 6 -12 again.

Save	Actions	Punch	Amount	Approvals	Reports							
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
		Sun 7/17										
		Mon 7/18			8:00AM	ERR APPT/ZZ...	4:00PM				8:00	8:00
		Tue 7/19			8:00AM	ERR APPT/ZZ...	4:00PM				8:00	8:00
		Wed 7/20			8:00AM	ERR APPT/ZZ...	4:00PM				8:00	8:00
		Thu 7/21			8:00AM	ERR APPT/ZZ...	4:00PM				8:00	8:00
		Fri 7/22			8:00AM	ERR APPT/ZZ...	4:00PM				8:00	8:00
		Sat 7/23										
		Sun 7/24										
		Mon 7/25			8:00AM		4:00PM				8:00	8:00
		Tue 7/26			8:00AM		4:00PM				8:00	8:00
		Wed 7/27										
		Thu 7/28										
		Fri 7/29										
		Sat 7/30										

Totals & Schedule	Accruals	Audits
All		
Account	Pay Code	Amount
(x)ERR APPT/ZZZZ...	student reg...	40:00
AZZZZZZZZZZZZZZZZZZZZ...	student reg...	16:00

Date	In	Out	Pay Code	Amount
Sun 7/17				
Mon 7/18				
Tue 7/19				
Wed 7/20				
Thu 7/21				

14. Timecard Verification:

At the end of each pay period you should,

- a. Make sure you are in the correct Time Period. The default Time Period is Current Pay Period.

Save	Actions	Punch	Amount	Approvals	Reports							
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily
		Sun 7/03										
		Mon 7/04			6:00AM	A174700/A17T...	2:00PM				8:00	8:00
		Tue 7/05			5:00AM	A177561/A17A...	11:00AM				6:00	
		Tue 7/05			2:00PM		6:00PM				4:00	10:00
		Wed 7/06										
		Thu 7/07										
		Fri 7/08										
		Sat 7/09										
		Sun 7/10										
		Mon 7/11										
		Tue 7/12										

- b. Verify that all hours in the pay period were actually worked.
- c. Verify that you have IN and OUT times recorded for all hours worked. Make corrections if necessary (see step 15 below).
- d. Verify that you have correct TRANSFER information selected for each IN and OUT time.

15. To Edit Your Timecard:

- To edit an In or Out punch, click the appropriate cell and enter the new time.
- To edit the appointment/job selected, click Search in the Transfer drop-down list and steps 6-12 above.
- To delete time incorrectly recorded for a given day, either delete each punch individually or delete the entire line by selecting the delete button (the eraser icon on the left) for that row.

When you have completed your edits --

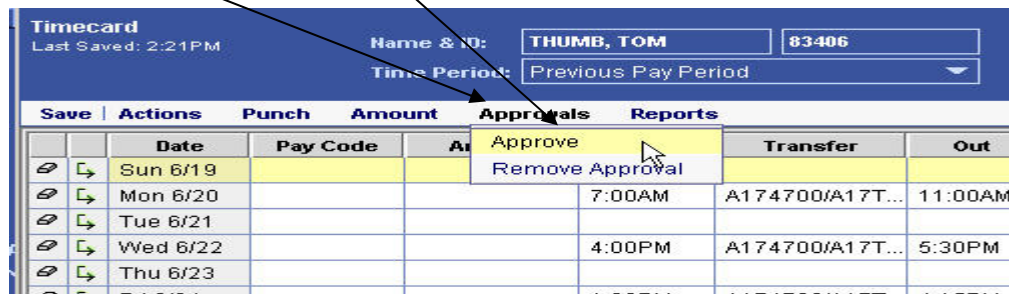
- To save your changes, click **Save**
- To cancel your changes so they won't be saved, click **Refresh** (under **Actions**)

16. Approve Timecard—THIS IS DONE AT THE END OF THE PAY PERIOD, **NOT** at the end of each day

- DO NOT approve your timecard if you have are having problems**, or don't understand something about the process. Contact your department/center payroll coordinator. **DO NOT wait until the last minute to try to get help.**
- Students should approve their timecards NO LATER than 11:59 pm on the LAST Saturday of the Pay Period.** Remember, when you log into My Time the Time Period showing is the Current Pay Period.
- If you must approve after 11:59 pm Saturday, then make sure you change the Time Period to Previous Pay Period.

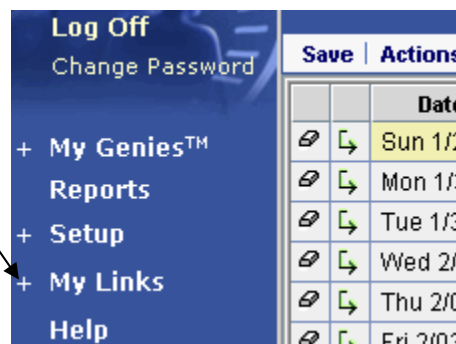
For example: The pay period ends Sat. July 30. Student goes in to MY TIME on Monday, August 1 at 8:00 am. Because the default pay period is Current Pay Period, to record hours and approve the hours worked from July 17 thru July 30, you should change the Time Period to Previous Pay Period, review hours worked, transfer information and then approve the timecard.

- After you have verified all information as correct, you must **Approve** your timecard by clicking on Approvals, and choose Approve.
- Note:** You will not be able to make any changes after you have approved your timecard.

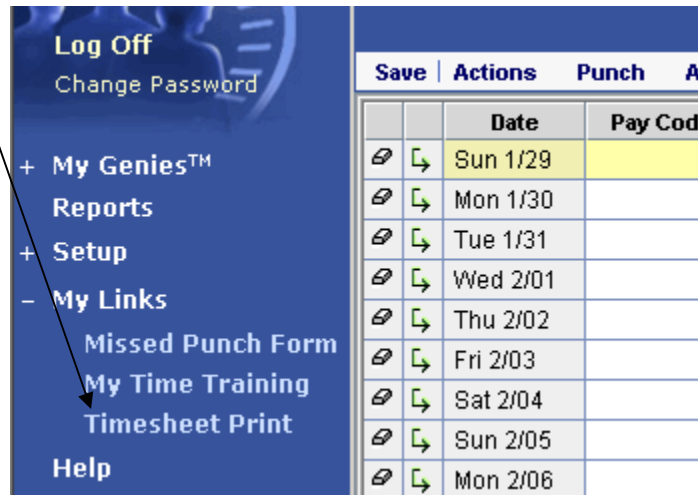


17. Print Timecard

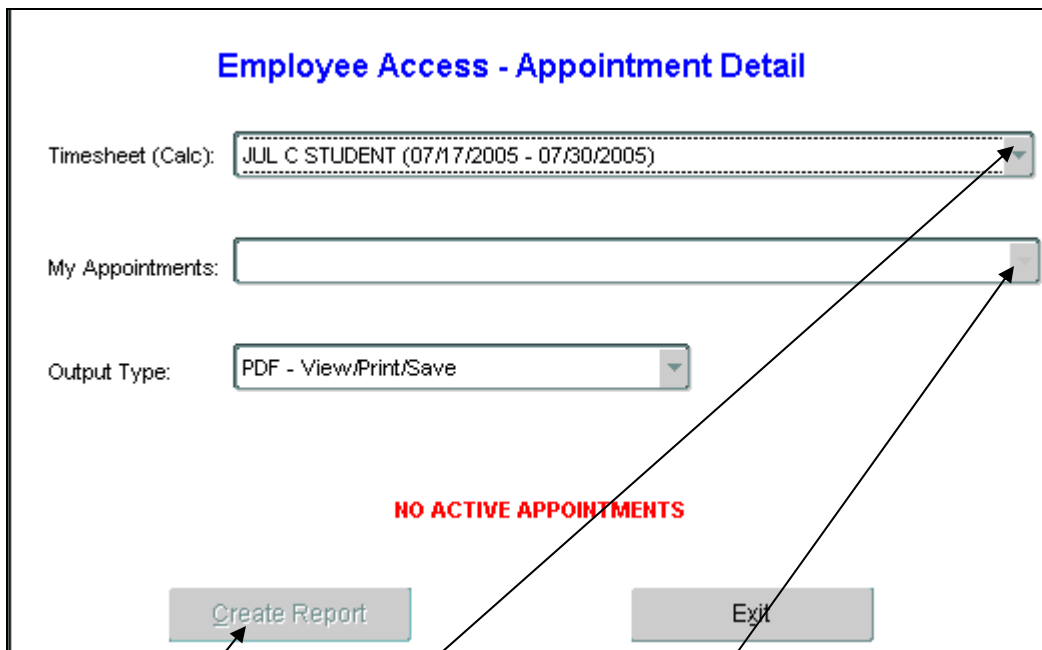
- You must **Approve** your timecard **before you can print** it (# 16 above).
- Click the "+" sign next to "My Links" on the Navigation Bar on the left.



- c. Choose “Timesheet Print”. If nothing happens, then hold down the “CNTRL” key and keep it held down while you click on “Timesheet Print”.



- d. You will get a screen similar to this.



- e. Choose the appropriate timesheet and the appointment (from the appropriate pull down menus).
- f. Click “Create Report”. If nothing happens, then hold down the “CNTRL” key and keep it held down while you click on “Create Report”.
- g. This opens up your Timecard in Acrobat Reader.
- h. Print the Timecard(s).
- i. Sign the Timecard.

18. Approval of Timecard by supervisor

- a. Submit the paper timecard to your supervisor for review and supervisor signature.
- b. If your supervisor does electronic approval, you may not have to submit the paper timecard. Check with your supervisor or payroll coordinator to verify which method should be used.
- c. If you have more than one position on campus, check with the supervisor or payroll coordinator of each position to verify which method should be used. It is possible that you could be using a combination of both methods (submitting a hardcopy for one position and nothing for another position).

19. Submission of Paper Timecard for Payment

- a. Submit the signed timecard to your department/center payroll office no later than the Monday after the end of the payperiod.
- b. **NOTE:** It is your responsibility to make sure that your timecard is approved by your supervisor and submitted to your department/center payroll office.

## ADDITIONAL IMPORTANT INFORMATION

### WHAT TO DO IF YOU NEED TO RECORD HOURS FROM A PREVIOUS PAY PERIOD

1. You **SHOULD NOT** be combining hours from previous pay periods on a current timecard . You and your supervisor are actually falsifying your timecard. Follow the instructions below for submitting hours that were missed.
  - a. Ask your department payroll coordinator for a paper timesheet.
  - b. Fill out the form completely include your Payroll PersonID (this is not your student ID), Appt Number and UDDS -- If you don't know this information, contact your department/center payroll coordinator.
  - c. You will have to fill out a form for **each pay period** that you "missed" originally recording hours.
  - d. You must sign the forms.
  - e. Have your supervisor sign the forms verifying the work was performed.
  - f. After the forms have been signed, submit them to your department/center payroll coordinator for processing.
  - g. Note: Processing of these hours may be delayed, depending on the timing of submission.

### KNOW YOUR APPOINTMENT END DATE

1. It is very important that you know the end date of your appointment(s). If the end date should need to be changed, you should notify your department/center payroll office ASAP.
  - a. You **WILL NOT** be able to access My Time the day after your student hourly appointment ends, if you have only one appointment. If you have concurrent appointment(s) that do not end at the same time as your L&S appointment, you will still be able to access My Time.

#### Example 1—appointment ends the **last day of the pay period**:

Student Appointment ends Saturday, September 10 The student must enter hours and approve their time card **BEFORE** the end of the day on Saturday, September 10. If student tries to enter hours and approve the time card on Monday, September 12, he/she will not be able to access the time card, if this is their only appointment. If the student has another appointment that is still active on campus, then he/she will be able to access the time card. However, they will not be able to put hours in the "Transfer" area for the Engineering appointment.

#### Example 2—appointment ends in the **middle of the pay period**:

Student Appointment ends Friday, September 2 The student must enter hours and approve their time card **BEFORE** the end of the day on Friday, September 2. If student tries to enter hours after Friday, September 2, he/she will not be able to access the time card, if this is their only appointment. If the student has another appointment that is still active on campus, then he/she will be able to access the time card. However, they will not be able to put hours in the "Transfer" area for the Engineering appointment.

- b. Notice the result is the same whether you end at the end of the pay period or the middle of the pay period. In either case, when the end date has passed, you will not be able to access My Time.

**UW-Madison  
College of Letters and Science  
Student Hourly  
My Time Deadline Dates**

<b>PAY PERIOD</b>	<b>DESCRIPTION</b>	<b>PAY PERIOD DATES</b>		<b>STUDENT APPROVAL DEADLINE (BEFORE 11:59 PM ON DATE LISTED BELOW)</b>
Jan 'A'	Student	01/01/06	01/14/06	<b>01/14/06</b>
Jan 'B'	Student	01/15/06	- 01/28/06	<b>01/28/06</b>
Feb 'A'	Student	01/29/06	02/11/06	<b>02/11/06</b>
Feb 'B'	Student	02/12/06	- 02/25/06	<b>02/25/06</b>
Mar 'A'	Student	02/26/06	- 03/11/06	<b>03/11/06</b>
Mar 'B'	Student	03/12/06	- 03/25/06	<b>03/25/06</b>
Apr 'A'	Student	03/26/06	- 04/08/06	<b>04/08/06</b>
Apr 'B'	Student	04/09/06	- 04/22/06	<b>04/22/06</b>
May 'A'	Student	04/23/06	05/06/06	<b>05/06/06</b>
May 'B'	Student	05/07/06	- 05/20/06	<b>05/20/06</b>
Jun 'A'	Student	05/21/06	- 06/03/06	<b>06/03/06</b>
Jun 'B'	Student	06/04/06	- 06/17/06	<b>06/17/06</b>
Jul 'A'	Student	06/18/06	- 07/01/06	<b>07/01/06</b>
Jul 'B'	Student	07/02/06	07/15/06	<b>07/15/06</b>
Jul 'C'	Student	07/16/06	07/29/06	<b>07/29/06</b>
Aug 'A'	Student	07/30/06	- 08/12/06	<b>08/12/06</b>
Aug 'B'	Student	08/13/06	- 08/26/06	<b>08/26/06</b>
Sept 'A'	Student	08/27/06	- 09/09/06	<b>09/09/06</b>
Sept 'B'	Student	09/10/06	- 09/23/06	<b>09/23/06</b>
Oct 'A'	Student	09/24/06	- 10/07/06	<b>10/07/06</b>
Oct 'B'	Student	10/08/06	- 10/21/06	<b>10/21/06</b>
Nov 'A'	Student	10/22/06	- 11/04/06	<b>11/04/06</b>
Nov 'B'	Student	11/05/06	- 11/18/06	<b>11/18/06</b>
Dec 'A'	Student	11/19/06	- 12/02/06	<b>12/02/06</b>
Dec 'B'	Student	12/03/06	- 12/16/06	<b>12/16/06</b>
Dec 'C'	Student	12/17/06	- 12/30/06	<b>12/30/06</b>