On-Line Time Reporting

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

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:
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:

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Decimal</th>
</tr>
</thead>
<tbody>
<tr>
<td>06</td>
<td>.1</td>
</tr>
<tr>
<td>12</td>
<td>.2</td>
</tr>
<tr>
<td>18</td>
<td>.3</td>
</tr>
<tr>
<td>24</td>
<td>.4</td>
</tr>
<tr>
<td>30</td>
<td>.5</td>
</tr>
<tr>
<td>36</td>
<td>.6</td>
</tr>
<tr>
<td>42</td>
<td>.7</td>
</tr>
<tr>
<td>48</td>
<td>.8</td>
</tr>
<tr>
<td>54</td>
<td>.9</td>
</tr>
</tbody>
</table>

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

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

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

![Calendar with green circle on the last day of the pay period]

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

![Submit Time Records button]

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.

![Supervisor selection screen with Schlick, Diane selected]

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](image)

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

![Choose Supervisor](image)

10. Finally, click “Submit for Approval”.

![Choose Supervisor](image)
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]

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.

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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:

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