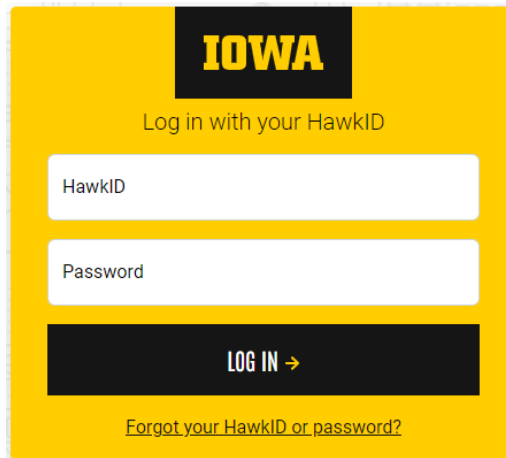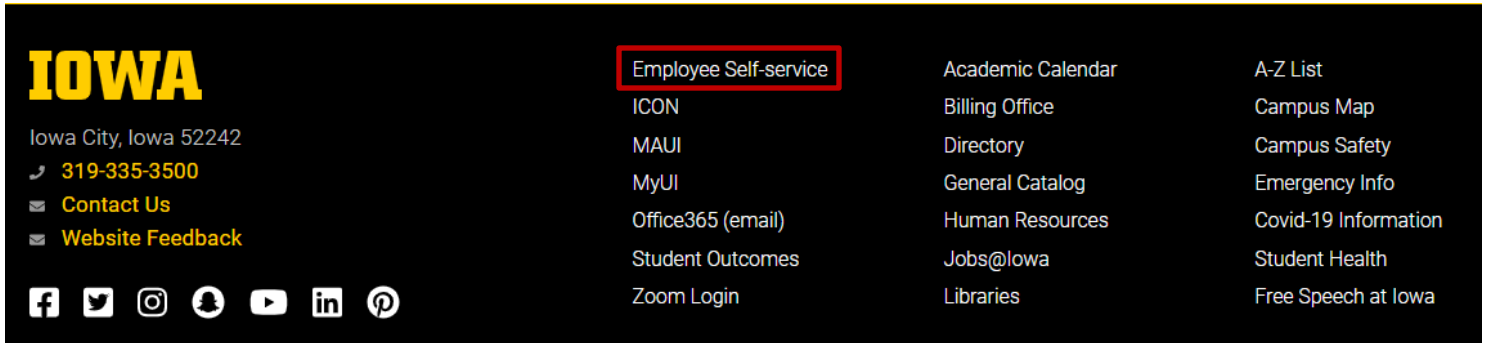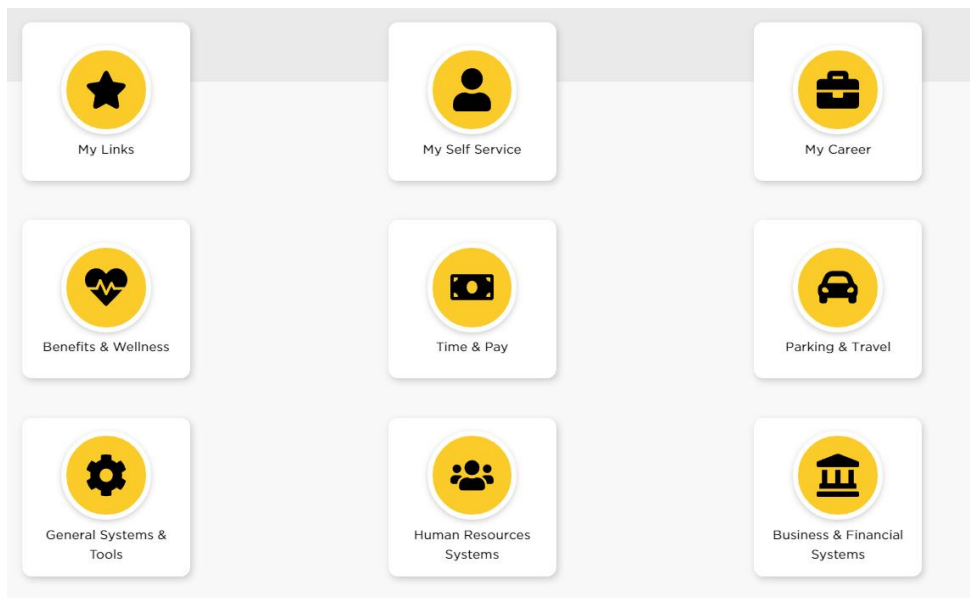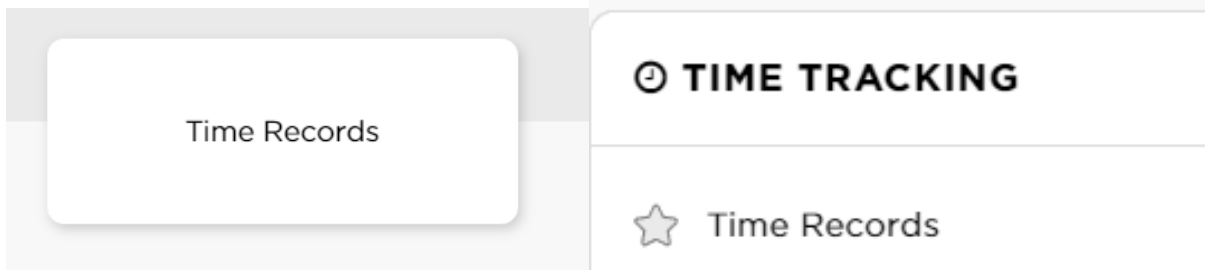# On-Line Time Reporting

1. Log in to Employee Self-Service from the University of Iowa homepage with your hawkid and password: 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.

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 on the calendar. 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 workday.
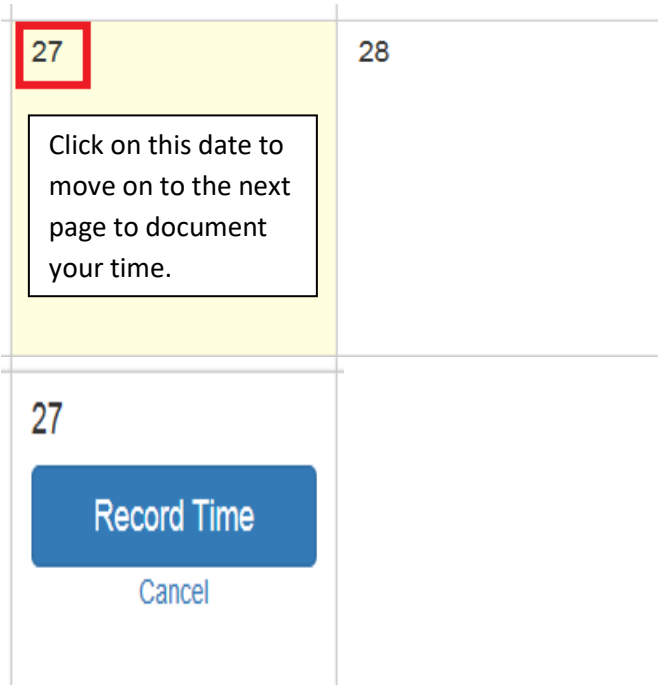
5. When you get to the Time Entry page, select Record Hours or Record Times (Your preference).

Record Hours:

Time Entry for 4/27/2015

| Job | Office Work (S110 / $8.75) |

| Record Hours | Record Times |

| Hours | |

Cancel   Save Changes

Record Times:

| Record Hours | Record Times |

| Start Time | End Time |

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:

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

06 minutes = .1	12 minutes = .2	18 minutes = .3
24 minutes = .4	30 minutes = .5	36 minutes = .6
42 minutes = .7	48 minutes = .8	54 minutes = .9

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

Time Entry for 4/28/2015

| Job | Office Work (S110 / $8.75) |

| Record Hours | Record Times |

| 12:00pm | 1:50pm |

Hours: 1.8

Cancel   Save Changes

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

| 12	13	14	15	16	17	18
	$110 / $8.5	$110 / $8.5	$110 / $8.5		$110 / $8.5	
	2 Hourly Earnings	1.8 Hourly Earnings	4.1 Hourly Earnings		2.8 Hourly Earnings	
19	20	21	22	23	24	25
	$110 / $8.5	$110 / $8.5	$110 / $8.5		$110 / $8.5	
	6.2 Hourly Earnings	1.8 Hourly Earnings	4.2 Hourly Earnings		2.5 Hourly Earnings	

6. To ensure you are paid accurately, please verify your hours at the end of the pay period which is indicated by the green circle below. At the end of the pay period, you must submit your time record(s) for the last two weeks of work.

← April 2015   May 2015   June 2015 →

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
26	27	28	29	30	1	2
3	4	5	6	7	8	9

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

17	18

Submit Time Records
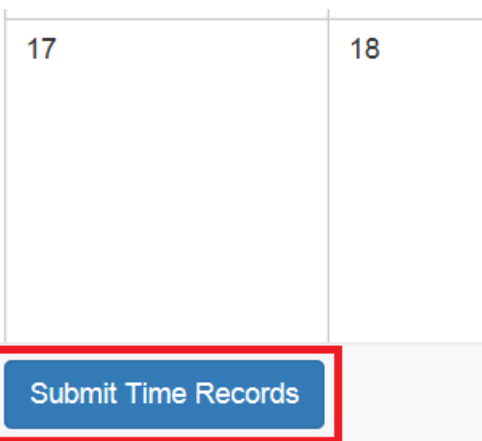
8. On the Time Record Details page, **it is very important that you select the right supervisor under "Choose Supervisor". If the supervisor listed is not correct, click the change button to the right to update to the correct supervisor**.

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.

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

10. Finally, click "Submit for Approval".

Choose Supervisor

Supervisor: KRAL, KATHERINE JO

[Submit for Approval]   [Save]   Back to Calendar

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   ✕

The pay period hasn't ended yet. Are you sure you want to submit this time record?

[Cancel]   [Submit Time Record]

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.

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:

University Workforce Operations
120-30 University Services Building
1 W Prentiss St. Iowa City, IA 52242-1315
Phone: 319-335-2381

Email: student-employment@uiowa.edu -- Non work-study

finaid-workstudy@uiowa.edu -- Work-study

Updated 8/2/2023