

All employees at the University of Arizona are Time Reporters in UAccess Employee. All Time Reporters are required to report information regarding time worked and/or leave time taken. There are two kinds of Time Reporters.

Positive Time Reporters

Hourly (non-exempt) employees are referred to as Positive Time Reporters.

Positive Time Reporters *must report their time and submit a timesheet in order to be paid*. The timesheet includes regular time and may also include leave time.

Exception Time Reporters

Salaried (exempt) employees are referred to as Exception Time Reporters.

Exception Time Reporters only file a timesheet when they take time off work.

Log in to UAccess Employee:

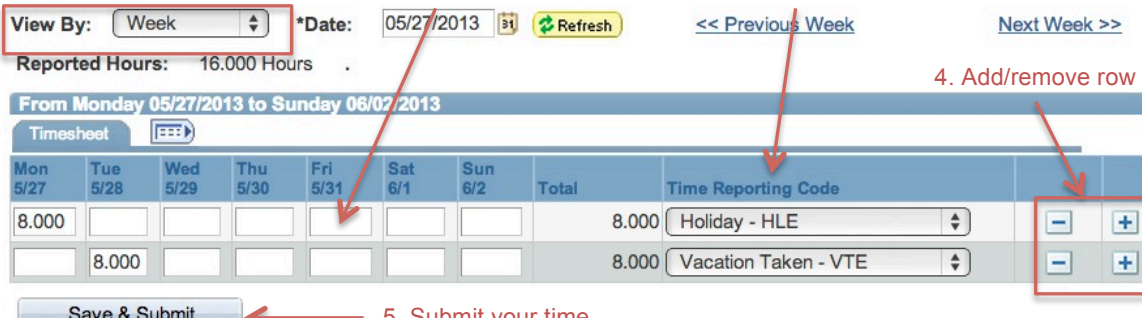
1. Navigate to <http://uaccess.arizona.edu>.
2. Click the Employee / Manager Self Service link under the UAccess Employee heading.
3. Sign in with your NetID and Password.

Access the Timesheet:

1. Click the Main Menu link.
2. Navigate to Self Service > Time Reporting > Report Time > Timesheet.
3. Note that you can use the Favorites menu to access the timesheet in the future—either through the Recently Used section or by adding it to your Favorites.

After entering time, you must click the Save & Submit button for your time to be visible to your time approver.

1. Change to View By Pay Period 2. Complete time entry fields 3. Choose appropriate type of time



4. Add/remove row

5. Submit your time

Submitting this timesheet signifies that I certify this timesheet is a true record of time worked and/or leave time used.

[Reported Time Status - select to hide](#)

Date	Status	Total	Time Reporting Code	Comments
05/27/2013	Needs Approval	8.000	HLE	
05/28/2013	Needs Approval	8.000	VTE	

[Reported Hours Summary - select to view](#)

6. Status of reported time

[Balances - select to hide](#)

7. Leave comments for approver if needed

Plan Type	Current Balance
Sick	12.640
Vacation	33.040

8. Check accrued leave balances (click **Balances** link to view).

Frequently Asked Questions

Q. *How will I know if my time has been denied?*

A. You will get an email if your time approver denies any time you submitted. There is documentation in the online tutorials (<http://employee.tutorials.arizona.edu>) explaining all emails sent by the system.

Q. *Do I have to report my time daily?*

A. If you are a Positive Time Reporter you must report hours for each day scheduled. This may be done on a daily basis or at the end of the pay period. If you are an Exception Time Reporter you only report leave time, such as vacation, sick, or jury duty.

Q. *Can I submit my time in advance?*

A. You can submit leave time up to six pay periods in advance.

Q. *Can I fix my time if I make an error?*

A. Yes. You may make adjustments to your current timesheet and to the two preceding timesheets.

Q. *What if I have more than one job on campus?*

A. You will have a timesheet for each job. When you access your timesheet, you will see an intermediary page that lets you choose the job for which you are reporting time.

Q. *How do I set my defaults for the View By field?*

A. Refer to the online tutorial *Setting User Preferences* (<http://employee.tutorials.arizona.edu>).

Q. *What is PAW?*

A. Some Exception Time Reporters are required to report Presence At Work (PAW). To learn more about reporting PAW refer to the online tutorial *Reporting Presence At Work (PAW)* (<http://employee.tutorials.arizona.edu>).

Q. *Will I get a reminder email if I don't fill out my time sheet?*

A. Yes. Positive Time Reporters will get a reminder email and then a final warning email if no time has been reported.

References and Resources

- Online tutorials: <http://employee.tutorials.arizona.edu>
- UITS Workshop & Training Team: <http://workshops.arizona.edu> or uitsworkshopteam@list.arizona.edu
- 24/7 IT Support Center: 520-626-8324 or <http://247.arizona.edu>
- UAccess Community: <http://community.uaccess.arizona.edu>