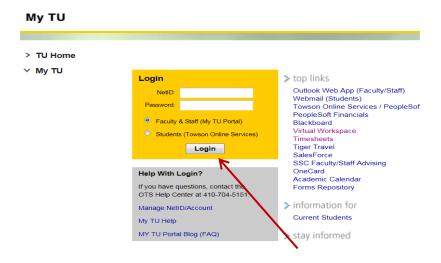
Time Sheet Reference Guide Contingent I Non-Exempt and Student Employees

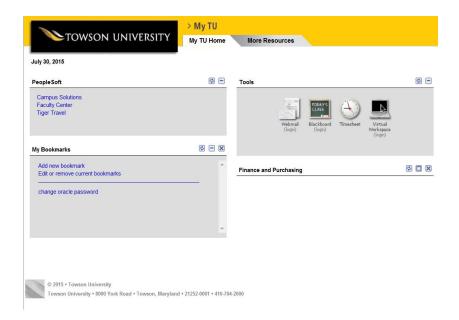
An online time sheet is generated each pay period. The employee, timekeeper (if applicable), and supervisor must approve the time sheet each pay period and submit it by the deadline. Time sheets approved after the deadline may affect when you receive your pay.

Log into the Time Sheet

Connect to My TU home page. Enter your NETID and password, select whether you are faculty/staff or student, and log into the system.



Once you are logged in, click on the Timesheet icon under Tools.



Complete the time sheet

Indicate the actual times you are on duty. Record lunch breaks and other unpaid breaks in the *time out* and *time in* cells.

Jump to Week Two		WEE	K ONE	Jump to Remarks			
Enter time (Use 00:00 format)	Sat 10/15	Sun 10/16	Mon 10/17	Tue 10/18	Wed 10/19	Thu 10/20	Fri 10/21
Shift Differential Hours							
StartTime			8:00	8:00		8:00	
Time Out							
Time In							
Time Out							
Time In							
StopTime			12:00	12:00		12:00	
Total Hours	0	0	4	4	0	4	0

Save Entries

Jump to Week One		WEE	k TWO	Ju	Jump to Remarks		
Enter time (Use 00:00 format) Shift Differential Hours	Sat 10/22	Sun 10/23	Mon 10/24	Tue 10/25	Wed 10/26	Thu 10/27	Fri 10/28
Start Time			8:00	8:00		8:00	
Time Out							
Time In							
Time Out							
Time In							
Stop Time			12:00	12:00		12:00	
Total Hours	0	0	4	4	0	4	0

Save Entries

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Once you have completed the time sheet, save your entries and click the approval box to submit the time sheet.

After you submit your timesheet, your supervisor will review your entries. Once approved, your timesheet will be sent to payroll.

Bi Weekly 1.5 OT Hours 0

Click here to approve your timesheet
 Timekeeper click here to sign off on timesheet

Update Default Schedule

Printable Timesheet

Save Entries

Two Week Total Hours

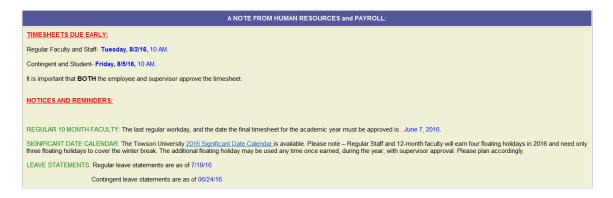
Use the remarks section to include any notes you wish to show your supervisor. Both you and your supervisor have the ability to add notes to your time sheet.

General Information about Time Sheet Entries

- Start time and stop time can be recorded in regular or military time.
- Work hours and total hours are calculated automatically once you click the save button.
- Record lunch breaks and other unpaid breaks in the time out and time in cells.

HR and Payroll Notices

Important HR and Payroll notices are posted on the main page of the timekeeping system.



If you have questions about completing your time sheet please contact Financial Services Help Line, at 410-704-5599, option 1 for Payroll.