

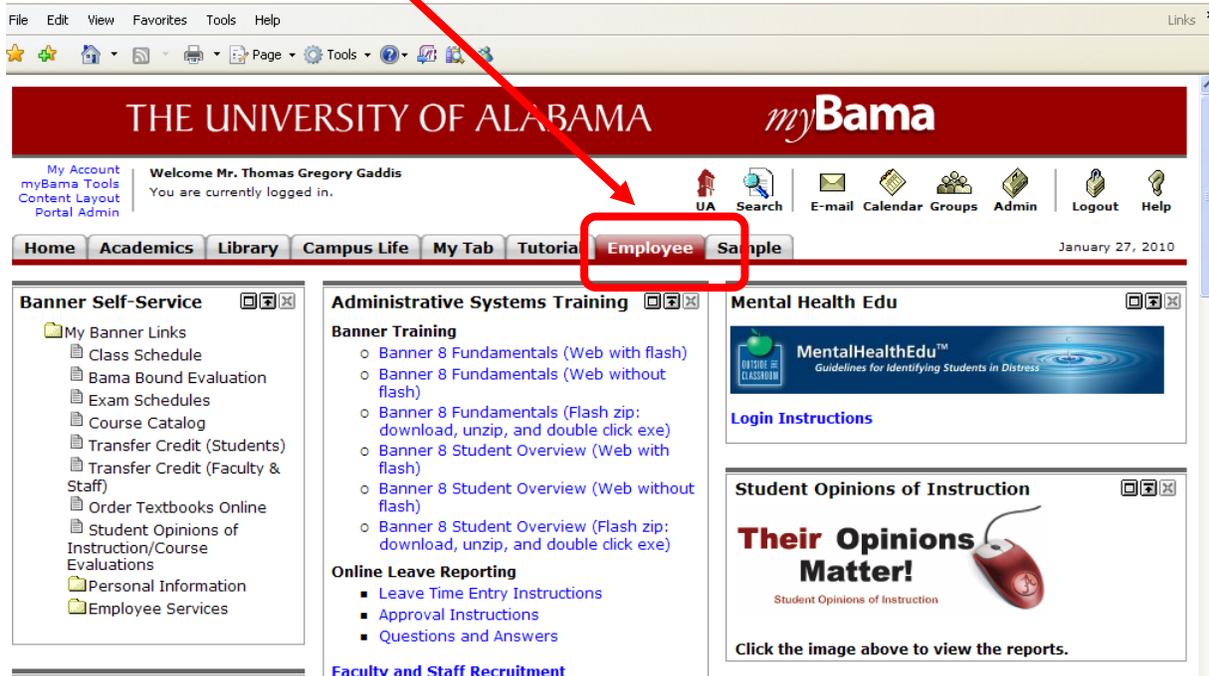


Timesheet Entry Users Guide

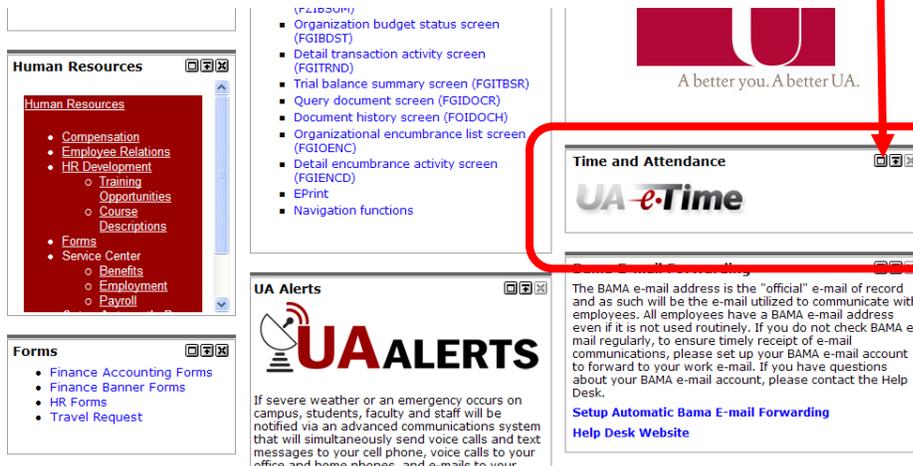
Web Clock Time Entry – Users Guide

“Clock In” for the Day

1. Log into MyBama
2. Click the Employee Tab



3. Scroll down until you see  in the right column. Click on the icon.



- Your Timesheet for the current period will be displayed. Select the day to enter to record your time either by clicking the date from the pay period.

UA Time & Time Home ? Help My Time Entry: Allen, Logged in as Allen, Sheila B Log Off

04/18/2010 - 05/01/2010 Save More List View

Timesheet Schedule

S M T W T F S S M T W T F S Apr 20, 2010
18 19 20 21 22 23 24 25 26 27 28 29 30 1

Date	Pay Code	Clock Pay Code	Hours	Start Time	End Time	Amount	Comments	Total
Sun 04/18	Clock Time							
Mon 04/19	Clock Time							
Tue 04/20	Clock Time							
Wed 04/21	Clock Time							
Thu 04/22	Clock Time							
Fri 04/23	Clock Time							
Sat 04/24	Clock Time							
						0.00		0.00

Exceptions Timesheet Prev... Time Off Balances FMLA Military Detail

Assignment Pay Code Banner Code Shift Hours Amount Comments

- Tab to the "Start Time" column and enter the time of day you got to work. Tab to the "End Time" column and enter the time you left for the day. Do this for each day you work in the pay week. Click "Save" to save your changes.

UA Time & Time Home ? Help My Time Entry: Allen, Logged in as Allen, Sheila B Log Off

01/24/2010 - 01/30/2010 Save More List View

Timesheet Schedule

S M T W T F S S M T W T F S Jan 27, 2010
24 25 26 27 28 29 30 31 1 2 3 4 5 6

Date	Pay Code	Clock Pay Code	Hours	Start Time	End Time	Amount	Comments	Total
Sun 01/24	Clock Time							
Mon 01/25	Clock Time							
Tue 01/26	Clock Time							
Wed 01/27	Clock Time			08:15 am	04:30 pm			
Thu 01/28	Clock Time							
Fri 01/29	Clock Time							
Sat 01/30	Clock Time							
						0.00		0.00

Exceptions Timesheet Preview Time Off Balances FMLA Military Detail

This information may be out of date. [Click to reload](#)

Date Exception Message Severity Action Required

- Your time for each day will be calculated based on your Start Time and End Time and displayed as “Regular” time for each day. The number of yours you have worked in the pay period to date will be displayed in the “Timesheet Preview” tab at the bottom of the timesheet.

Save More List View Data saved.

Timesheet Schedule

S M T W T F S S M T W T F S Jan 27, 2010
 24 25 26 27 28 29 30 31 1 2 3 4 5 6

Date	Pay Code	Clock Pay Code	Hours	Start Time	End Time	Amount	Comments	Total
Sun 01/24	Clock Time							
Mon 01/25	Clock Time			08:00 am	04:45 pm			
	Regular		7.75					7.75
Tue 01/26	Clock Time			08:00 am	05:00 pm			
	Regular		8.00					8.00
Wed 01/27	Clock Time			08:15 am	04:30 pm			
	Regular		7.25					7.25
Thu 01/28	Insert after this row							
Fri 01/29	Clock Time							
Sat 01/30	Clock Time							

Exceptions Timesheet Prev... Time Off Balances FMLA Military Detail

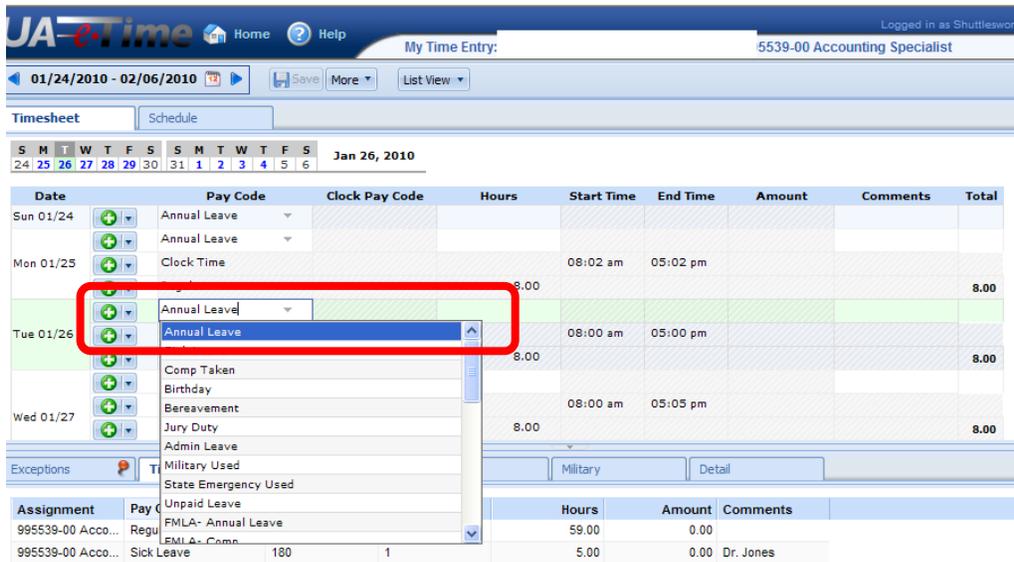
Assignment	Pay Code	Banner Code	Shift	Hours	Amount	Comments
997037-00 Payrol...	Regular	020	1	23.00	0.00	

Total 23.00 0.00

Enter Leave Time to Be Paid

1. Log into UA-eTime from MyBama. Go to the timesheet as explained above.
2. Click  on the day to enter leave time to be paid. This will insert a new timesheet "row" on that day.

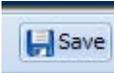
Click the "drop down arrow"  next on the timesheet row just inserted and select the appropriate leave pay code.

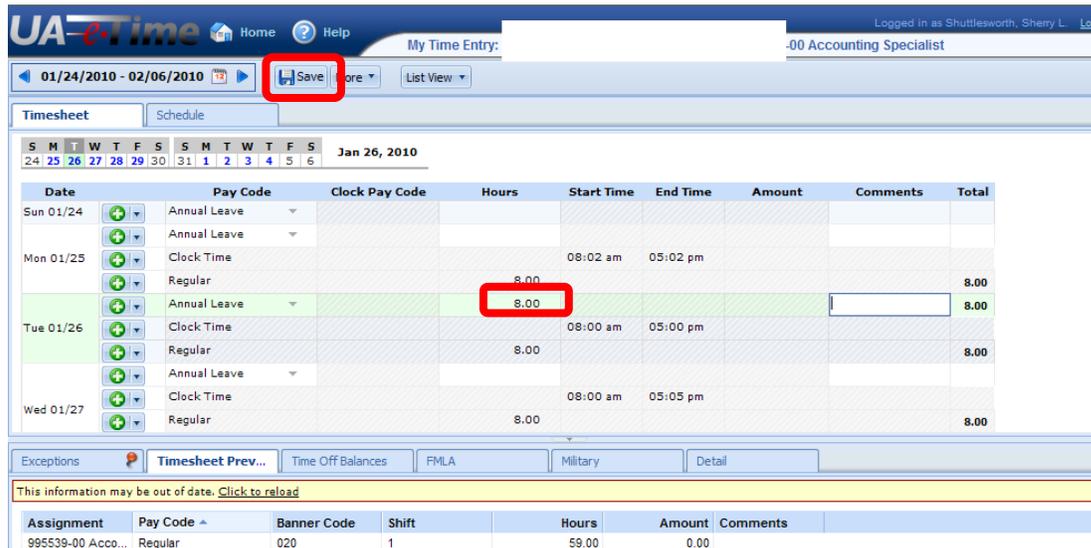


The screenshot shows the UA-eTime interface. At the top, it says "My Time Entry: 5539-00 Accounting Specialist". Below that, there's a navigation bar with "Timesheet" and "Schedule" tabs. A calendar for Jan 26, 2010 is visible. The main table has columns: Date, Pay Code, Clock Pay Code, Hours, Start Time, End Time, Amount, Comments, and Total. The entry for Tue 01/26 is highlighted in green, and a dropdown menu is open showing "Annual Leave" selected. A red box highlights this dropdown menu.

Date	Pay Code	Clock Pay Code	Hours	Start Time	End Time	Amount	Comments	Total
Sun 01/24	Annual Leave							
Mon 01/25	Annual Leave							
Mon 01/25	Clock Time		8.00	08:02 am	05:02 pm			8.00
Tue 01/26	Annual Leave		8.00	08:00 am	05:00 pm			8.00
Tue 01/26	Comp Taken							
Tue 01/26	Birth Day							
Wed 01/27	Bereavement			08:00 am	05:05 pm			
Wed 01/27	Jury Duty		8.00					8.00
Wed 01/27	Admin Leave							
Wed 01/27	Military Used							
Wed 01/27	State Emergency Used							
Assignment	Pay Code	Banner Code	Shift	Hours	Amount	Comments		
995539-00 Acco...	Regu			59.00	0.00			
995539-00 Acco...	Sick Leave	180	1	5.00	0.00	Dr. Jones		

3. Enter the number of leave hours to be paid in the "Hours" column.

Click  to save your changes.



The screenshot shows the UA-eTime interface with the "Save" button highlighted in a red box. The timesheet table is visible, and the entry for Tue 01/26 now has "8.00" entered in the "Hours" column, which is also highlighted with a red box.

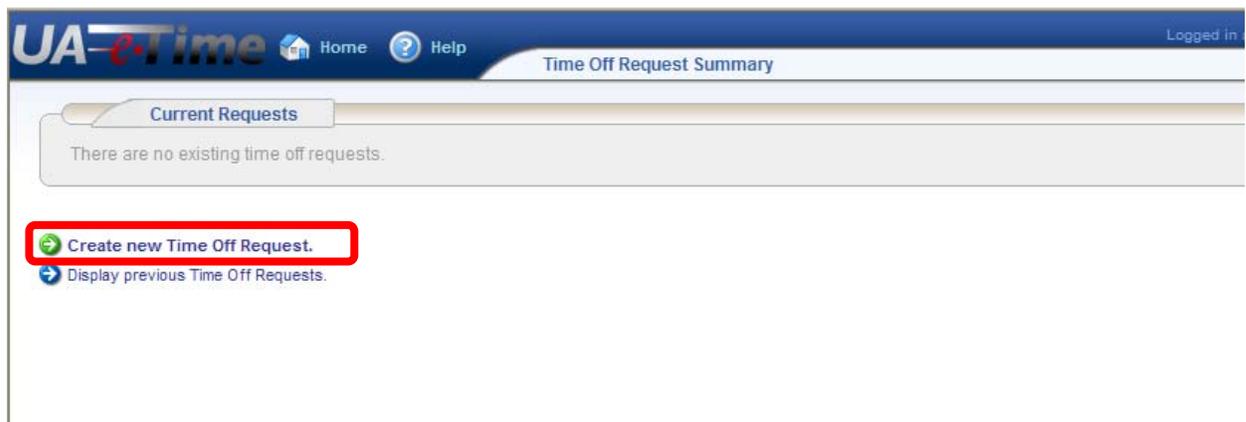
Date	Pay Code	Clock Pay Code	Hours	Start Time	End Time	Amount	Comments	Total
Sun 01/24	Annual Leave							
Mon 01/25	Annual Leave							
Mon 01/25	Clock Time		8.00	08:02 am	05:02 pm			8.00
Mon 01/25	Regular							
Tue 01/26	Annual Leave		8.00	08:00 am	05:00 pm			8.00
Tue 01/26	Clock Time			08:00 am	05:00 pm			
Tue 01/26	Regular		8.00					8.00
Tue 01/26	Annual Leave							
Wed 01/27	Clock Time			08:00 am	05:05 pm			
Wed 01/27	Regular		8.00					8.00

Request Time Off for a Future Pay Period

1. Log on to UA-eTime from MyBama
2. Click the "Home" button
3. Select "Request Time Off"



4. Select "Create new Time Off Request."



5. Select the leave type from the Paycode dropdown list.
Enter the Start Date for the leave. Enter the End Date for the Leave.
Click “Enter Details for this date range”.

UA-e-Time Home Help Create Time Off Request

Create Time Off Request

Paycode
Annual Leave

Start Date
MM/dd/yyyy

End Date
MM/dd/yyyy

- ➔ Enter details for this date range.
- ⊙ Cancel this Time Off Request.

6. The “Edit Time Off Request Details” page is displayed with your normal daily scheduled hours automatically filled in in the Hours Requested column.
You have the option to change the Paycode and number hours for any day listed.
Click “View and Confirm details for this Time Off Request”

UA-e-Time Home Help Edit Time Off Request Details

Edit Time Off Request Details

Action	Date Range	Paycode	Hours Requested
+	Mon 04/12	Annual Leave	8.0
+	Tue 04/13	Bereavement	4.00
+	Wed 04/14	Annual Leave	8.0

- ➔ View and confirm details for this Time Off Request.
- ⬅ Create new Time Off Request.
- ⊙ Cancel this Time Off Request.

- The Review/Finish Time Off Request page is displayed that shows:
The Leave Request Summary
Your Estimated Leave Balances for the days requested

Request Summary

Date	Paycode	Hours Requested
Mon 04/12	Annual Leave	8.0
Tue 04/13	Bereavement	4.0
Wed 04/14	Annual Leave	8.0

Adjusted Bank Balances

Assignment	Bank Description	Initial Balance	Ending Balance
Aggregate Assignment - UA_BIWEEKLY	FMLA Military Available	1,040.00	1,040.00
Aggregate Assignment - UA_BIWEEKLY	Sick Leave	190.08	190.08
Aggregate Assignment - UA_BIWEEKLY	Military Used	0.00	0.00

- Scroll to the bottom of the page to:
Enter Comments to Manager about the leave request
Actions to take: Select "Submit this Time Off Request" to your manager
Select "Enter details for this date range" to make changes to the request
Select "Cancel this Time Off Request" do cancel the request.

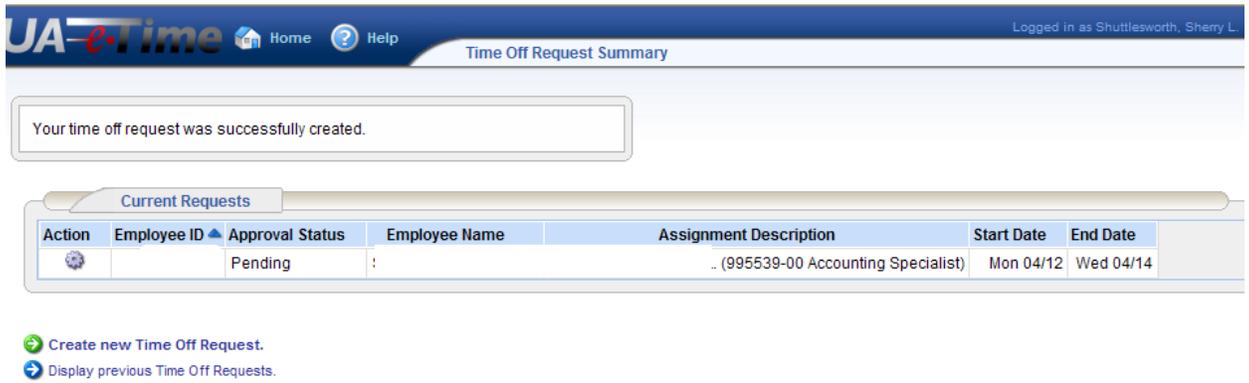
Comments to Manager

Take daughter to beach

Exceptions

No exceptions.

9. After submitting your time off request the Time Off Summary page will be displayed. When the request is approved by our Manager, the requested time off will be inserted on your timesheet for the days requested.



UA-Time Home Help Logged in as Shuttlesworth, Sherry L.

Time Off Request Summary

Your time off request was successfully created.

Current Requests

Action	Employee ID	Approval Status	Employee Name	Assignment Description	Start Date	End Date
		Pending	:	.. (995539-00 Accounting Specialist)	Mon 04/12	Wed 04/14

[Create new Time Off Request.](#)

[Display previous Time Off Requests.](#)