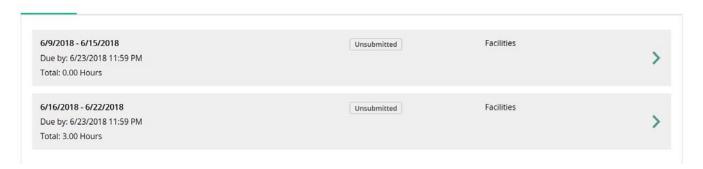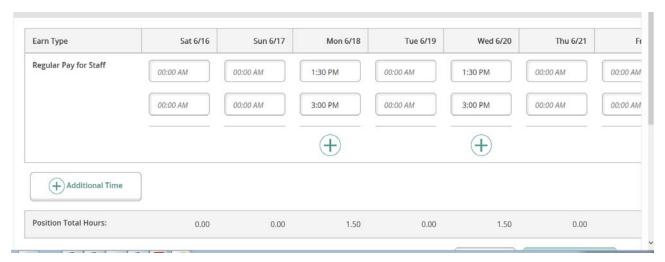# *Self Service Time Card Entry*

Log into Self Service at https://selfservice.uu.edu

Go to **Employee**, then **Time Entry**, and you will see the weeks displayed.

Choose the week to enter time for by double-clicking on the row.

Enter Start and End time into the columns corresponding to the days worked. **NOTE:** To add additional start and end times for the day, click on the plus ⊕ sign under the day column.

When you are finished entering time for the week, click on the **Submit for Approval** button to submit for supervisor approval.