

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.

The screenshot shows a list of two weeks for time entry. Each week entry includes a date range, a status button, a facilities dropdown, and a right arrow.

Week Range	Status	Facilities	Action
6/9/2018 - 6/15/2018 Due by: 6/23/2018 11:59 PM Total: 0.00 Hours	Unsubmitted	Facilities	>
6/16/2018 - 6/22/2018 Due by: 6/23/2018 11:59 PM Total: 3.00 Hours	Unsubmitted	Facilities	>

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

The screenshot shows a weekly time entry grid. The grid has columns for days of the week and rows for time entry. The 'Regular Pay for Staff' row shows start and end times for each day. The 'Position Total Hours' row shows the total hours for each day.

Earn Type	Sat 6/16	Sun 6/17	Mon 6/18	Tue 6/19	Wed 6/20	Thu 6/21	Fr 6/22
Regular Pay for Staff	00:00 AM 00:00 AM	00:00 AM 00:00 AM	1:30 PM 3:00 PM	00:00 AM 00:00 AM	1:30 PM 3:00 PM	00:00 AM 00:00 AM	00:00 AM 00:00 AM
			+		+		
+ Additional Time							
Position Total Hours:	0.00	0.00	1.50	0.00	1.50	0.00	

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.