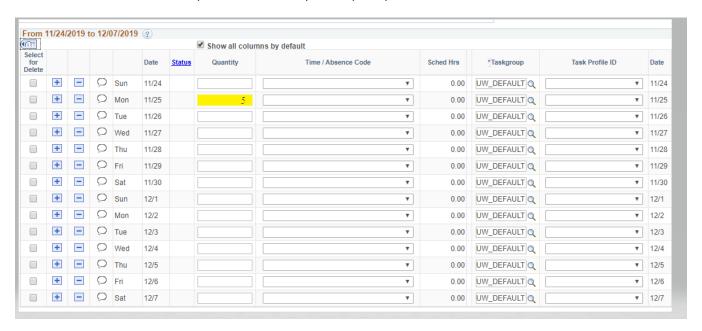# Timesheet Entry

How to record your Reader/Grader hours

Navigating your timesheet:

1. Log in to your MyUW Madison, and look for the Time and Absence widget on your home page. If it is not visible use the search bar to search for it and add it to your homepage.
2. Launch full app
3. Select your reader/grader timesheet

Entering Time:

Enter the total number of hours that you worked for the day in the "quantity" box.

From 11/24/2019 to 12/07/2019 ⑦											
Select for Delete				Date	Status	Quantity	Time / Absence Code	Sched Hrs	*Taskgroup	Task Profile ID	Date
☐	+	−	💬	Sun	11/24			▾	0.00	UW_DEFAULT 🔍	▾	11/24
☐	+	−	💬	Mon	11/25	5		▾	0.00	UW_DEFAULT 🔍	▾	11/25
☐	+	−	💬	Tue	11/26			▾	0.00	UW_DEFAULT 🔍	▾	11/26
☐	+	−	💬	Wed	11/27			▾	0.00	UW_DEFAULT 🔍	▾	11/27
☐	+	−	💬	Thu	11/28			▾	0.00	UW_DEFAULT 🔍	▾	11/28
☐	+	−	💬	Fri	11/29			▾	0.00	UW_DEFAULT 🔍	▾	11/29
☐	+	−	💬	Sat	11/30			▾	0.00	UW_DEFAULT 🔍	▾	11/30
☐	+	−	💬	Sun	12/1			▾	0.00	UW_DEFAULT 🔍	▾	12/1
☐	+	−	💬	Mon	12/2			▾	0.00	UW_DEFAULT 🔍	▾	12/2
☐	+	−	💬	Tue	12/3			▾	0.00	UW_DEFAULT 🔍	▾	12/3
☐	+	−	💬	Wed	12/4			▾	0.00	UW_DEFAULT 🔍	▾	12/4
☐	+	−	💬	Thu	12/5			▾	0.00	UW_DEFAULT 🔍	▾	12/5
☐	+	−	💬	Fri	12/6			▾	0.00	UW_DEFAULT 🔍	▾	12/6
☐	+	−	💬	Sat	12/7			▾	0.00	UW_DEFAULT 🔍	▾	12/7

4. Each time you log in to enter hours you need to click on the ▭ Submit ▭ button when you are done. Once you click on the button you will see the Punch Total is calculated and the Reported Hours total is also updated.

5. You are only allowed to enter time during the current pay period. Please making entering your time part of every shift whenever possible. Please refer to the Biweekly section of the 2021 Pay Schedule

6. If you missed hours for a pay period that has ended e-mail your supervisor and cc Vicki Fugate the following information:

1. Date(s) worked

2. Start time and End Time for each shift you forgot to enter (supervisors enter your time on a screen that looks like your time entry so we need the same pieces of information as you would enter)