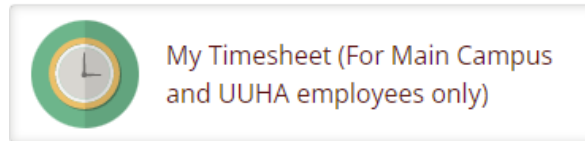# Time Entry Instructions for Hourly Employees

(For best experience, please use Chrome or Edge browser. Some Firefox and Safari browsers may experience issues with this application.)

1) Log in to CIS with your UNID and password. Search for My Timesheet tile.

Click on the tile to open. You will see your name and ID displayed at the top of the page.

2) The pay period default view is the current pay period. Depending on when you are entering time, you may need to change the default view and go to the previous pay period.

3) To view the previous pay period, click on the back arrow.
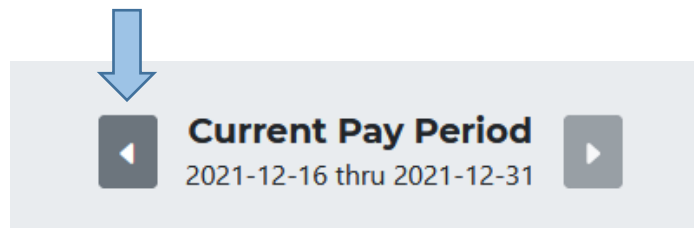
4) If you have **multiple jobs**, you will see each job as a separate tab. See example below:
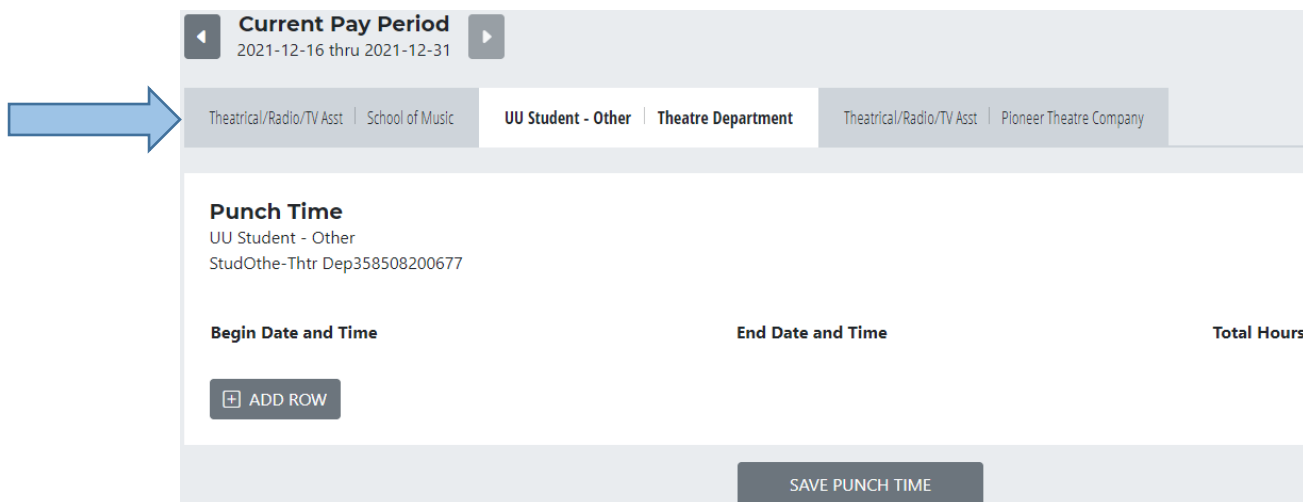
5) Please click on the **appropriate** job tab to enter time for that job.

a) In the Punch Time area, click Add Row button.

b) Click in the Begin Date and Time field and type in date (mm/dd/yyyy) and time (hh:mm AM or PM). Do the same thing for your out punch in the End Date and Time field.

c) Click Save Punch Time

You must record in and out punches for each shift worked.

If you work a shift that crosses the day divide (midnight) on a pay period end day, keep in mind you will have to go to the previous pay period to enter your clock out time. For example, you work 12/31/2021 from 6:00 pm to 1/1/2022 at 6:00 am. You will enter your 6:00 am out punch on the previous pay period.

Note: If you are **unable to edit** your timesheet, your manager may have accidentally approved the current pay period and you are then locked out. You may need to work with your manager to have them remove the approval for the current pay period so you can make edits.

6) How to add Meal Punches

This system does not auto deduct meal periods. Please add clock out/in punches for your meal period (unless night shift please see below). You will use the add row button to create

as many rows as you need. Here is an example:

Punch Time
UU Student - Other

Begin Date and Time		End Date and Time		Total Hours
12/20/2021, 06:00 AM	⊗	12/20/2021, 11:00 AM	⊗	5 hours
12/20/2021, 12:00 PM	⊗	12/20/2021, 04:00 PM	⊗	4 hours

⊞ ADD ROW

Note: ***Night Shift*** employees, if you work an overnight shift that crosses the day divide (midnight), do **NOT** clock out for your meal. This temporary system is not able to know that your meal punches belong to your shift that started on the previous day.

7) How to add Other Hours

This area will be used to add leave and other paid time to your timesheet. You will be able to add hours for the following: Vacation, Sick, Personal Preference Leave, Funeral, Jury Duty, Holiday, Admin Leave Pay, and U Closure Day.

a. Locate the Other Hours area. Click Add Row button.

b. Use the drop down arrow to select the appropriate code

c. Enter the date and hours

d. Click Save Other Hours

Other Hours

UU Student - Other
StudOthe-Thtr Dep358508200677

Paycode		Date		Hours
Personal Preference Leave (PPL)	⌄	12/20/2021	📅	2
Vacation (VAC)	⌄	12/20/2021	📅	6

c

b

a ➡ ⊞ ADD ROW

d ➡ SAVE OTHER HOURS

If you have multiple jobs, *enter your leave time on one job* **only**.

Note: You must enter all of your time before payroll cutoff. Below are the dates for the next upcoming pay periods.

Pay Period	Payroll cutoff date	Time
12/16/2021 - 12/31/2021	Monday, January 3, 2022	3:00pm
1/1/2022 - 1/15/2022	Tuesday, January 18, 2022	Noon
1/16/2022 - 1/31/2022	Tuesday, February 1, 2022	Noon
2/1/2022 - 2/15/2022	Wednesday, February 16, 2022	Noon
2/16/2022 - 2/28/2022	Tuesday, March 1, 2022	Noon