

BEST PRACTICES FOR REPORTING TIME

- Report hours on timesheet daily
- Submit your time before the deadline
- Check your timesheet before approval deadlines to verify your hours were approved. Approval deadlines are Friday of the non-pay week before 5 PM for Mon-Fri employees or Monday of pay week before 9 AM for week-end employees. Contact your supervisor immediately if any hours are not approved.
- If you are in a status other than Student or Grad, verify you are using the proper TRC when submitting time.
- Submit hours ahead of time if you will be out of the office. If you are unexpectedly sick when your hours are due for payroll, please contact your supervisor to submit the hours for you.

For additional training and information on UAccess and your timesheet, please visit the online tutorials at:

http://uits.arizona.edu/workshop_detail?view=179

Contact Payroll at (520) 621-9097 or payroll@fso.arizona.edu for payroll related questions.



Financial Services Office

IMPORTANT PAYROLL INFORMATION for New Employees

Payroll Office
Phone: (520) 621-9097
payroll@fso.arizona.edu
www.fso.arizona.edu/payroll

FINANCIAL SERVICES OFFICE - PAYROLL

University Services Building
888 N Euclid, Room 402
Tucson, AZ 85721

www.fso.arizona.edu/payroll

NEW EMPLOYEE / ACTIVATING TIMESHEET

There are a few steps you need to follow in order to gain access to your online timesheet to report hours for the first time.

1. **Get an Employee Identification Number (EMPLID)**

This should come to your personal email.

2. **Get a UAPin**

This should come to your personal email.

3. **Create a Net ID**

Once you have your EMPLID and UAPin, go to <http://netid.arizona.edu> to create a Net ID and password.

4. **Log into UAccess to activate your timesheet**

The first time you log into UAccess, you will not have access to your timesheet. You must log in once and wait at least 12 hours before your timesheet will be activated to report hours. To log in, go to <http://uaccess.arizona.edu> and click on Employee/Manager Self Service. Use your Net ID and password to log into the system.

SUBMITTING TIME ON YOUR TIMESHEET

Positive reporters are hourly employees who are eligible to earn overtime (non-exempt).

Exception reporters are salaried employees who are not eligible to earn overtime (exempt). Positive reporters and exception reporters report their time differently. Please ensure you follow the correct steps to properly report your time.

POSITIVE REPORTERS

1. Go to UAccess. <http://uaccess.arizona.edu>
2. Under UAccess Employee, click on Employee/Manager Self Service.
3. Log in using your NetID and password.
4. In the blue Menu box, click on Self-Service.
5. Under Self-Service, click on Time Reporting.
6. Click the Timesheet link under Report Time.
7. Report your hours. Each type of hours you are reporting (e.g. regular, sick, vacation) will have its own row. Designate the type of hours reported in each row by selecting a Time Reporting Code (TRC) from the drop-down list at the end of the row. Rows can be added or removed by clicking the '+' or '-' boxes. When reporting regular hours, all hours worked within the pay period should be placed on one row. Unless indicated otherwise, UAccess automatically calculates hours worked over FTE as comp time.
8. Submit your hours for approval by clicking Save and Submit.

NOTE: POSITIVE REPORTERS WHO DO NOT SUBMIT THEIR TIME AND HAVE IT APPROVED BY THEIR SUPERVISOR BY THE DEADLINES WILL NOT GET PAID. IF TIME IS SUBMITTED BY THE EMPLOYEE PAST THE DEADLINE FOR THAT PAY PERIOD, IT WILL NOT GET PAID UNTIL THE FOLLOWING PAY PERIOD. DEADLINES TO SUBMIT TIMESHEETS ARE 10 AM FRIDAY OF NON-PAY WEEK FOR MON-FRI EMPLOYEES AND END OF LAST SHIFT OF PAY PERIOD FOR WEEKEND EMPLOYEES.

EXCEPTION REPORTERS (EXCEPTION TIME & PAW)

1. Follow Steps 1–6 for Positive Reporters.
2. If reporting Presence at Work (PAW), select the Time Reporting Code (TRC) PAW from the drop down box. One unit of PAW will be populated on Monday. This value does not represent one hour of work, rather it is the default value that indicates you worked your regularly scheduled hours for the pay period.
3. If reporting exception time (e.g. vacation, sick, holiday), enter the hours you are reporting in the days you took them. Designate the type of hours reported in each row by selecting a Time Reporting Code (TRC) from the drop-down list at the end of the row. Rows can be added or removed by clicking the '+' or '-' boxes.
4. Submit your hours for approval by clicking Save and Submit.

NOTE: PRESENCE AT WORK DOES NOT REQUIRE APPROVAL FROM A SUPERVISOR TO BE PAID, BUT EXCEPTION TIME DOES REQUIRE APPROVAL. THE DEADLINE TO SUBMIT EXCEPTION TIME FOR APPROVAL IS 10 AM FRIDAY OF NON-PAY WEEK.