UAccess Employee updates to Time Reporting.
As of June 24th, 2019

The Time tile is the entry point for all Time Reporters. This tile replaces the old Time reporting tile.

The new Time Dashboard houses a set of interactive tiles that provide a snapshot of employee time for the current payperiod.

Employees with multiple jobs must make a selection from the *Select a Job dropdown menu before clicking on any of the tiles on the Time Dashboard.

Note:
Timesheets only show one week at a time.

1. Use **Enter Time** for standard time reporting.
2. **Time Summary** provides a calendar view of reported time.
3. **Report Daily Time** can be used to report a single day of time and is intended for WebClock Time Reporters.
4. **Weekly Time** provides the best view for mobile devices.
5. **Weekly Time Summary** provides a calendar view of reported time and is the best view for mobile devices.
6. **Leave Balances** are found in the Leave Balances tile.

Speak with your supervisor or time approver for more information.