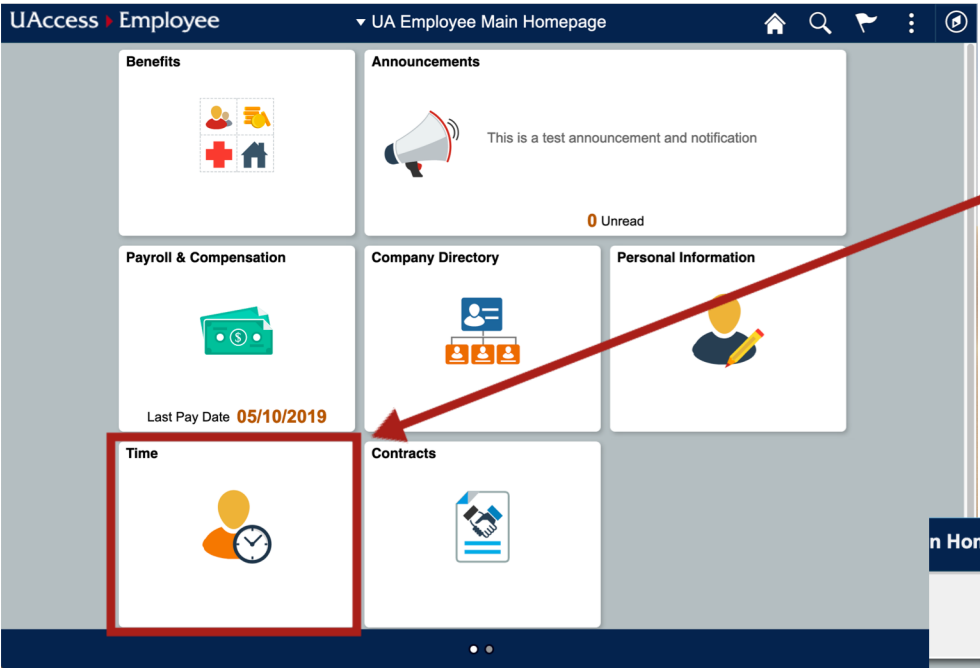


UAccess Employee updates to Time Reporting. As of June 24th, 2019

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.



Time

*Select a Job Specialist

1 Enter Time 06/03/19 - 06/16/19 Reported 4.000	2 Time Summary 06/03/19 - 06/16/19 Sick Taken Reported 4.000 Hours	Exceptions 0
3 Report Daily Time Friday, Jun 7, 2019 Report Time	4 Weekly Time 06/03/19 - 06/09/19 Reported 4.000	5 Weekly Time Summary
6 Leave Balances	Payable Time Last Time Period 05/20/19 - 06/02/19 Total Hours 0 Hours	

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.