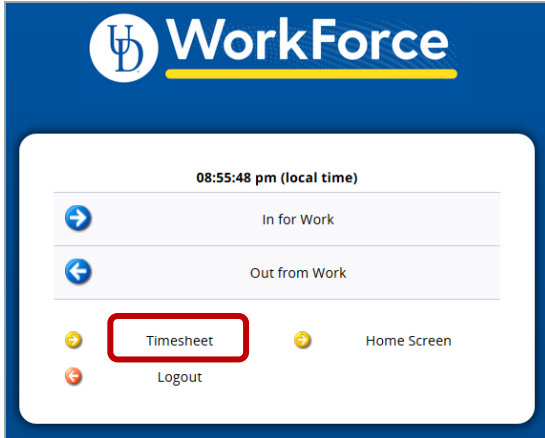
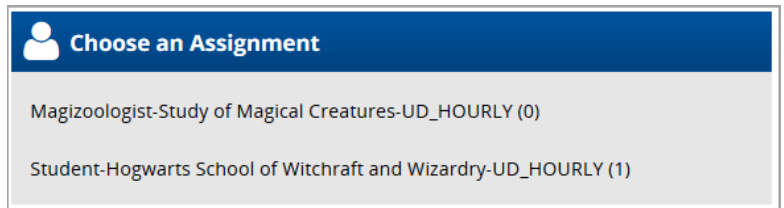


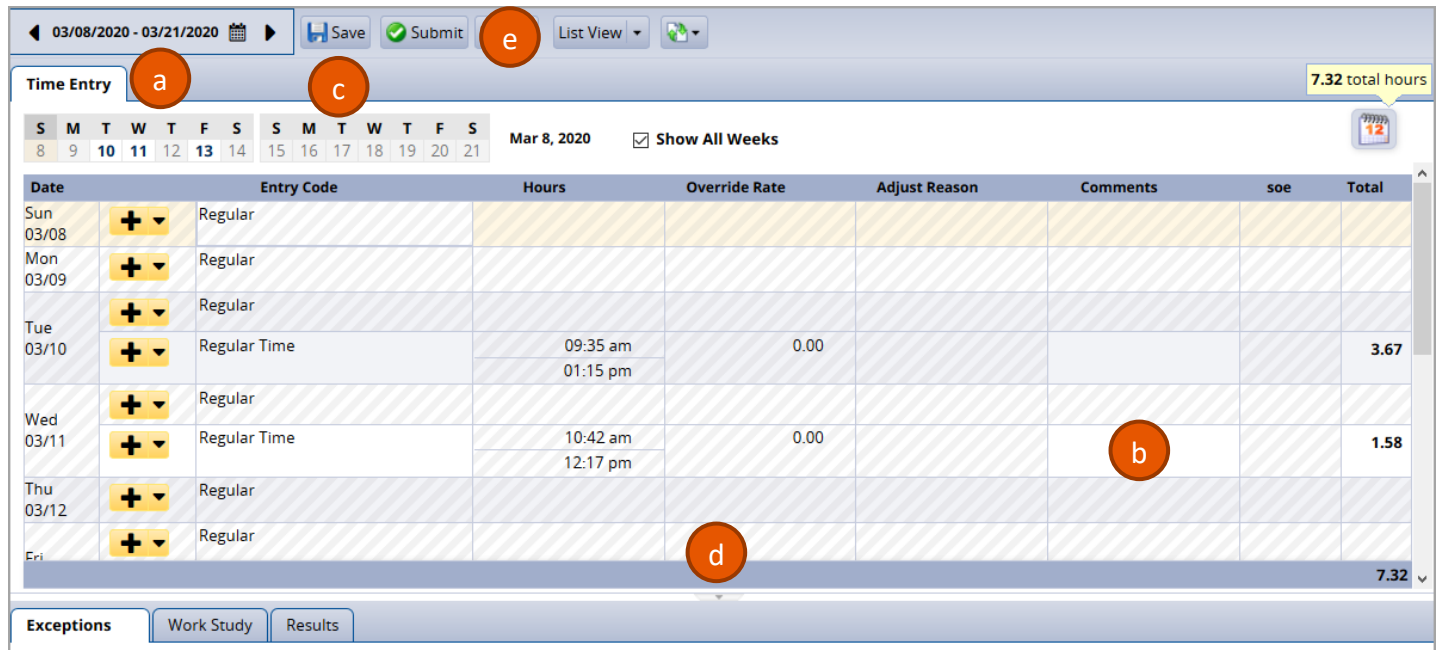
1. Access your timesheet by going to www.udel.edu/udworkforce, click **Login** button and then log in with CAS.
2. You can view your timesheet from the UD WorkForce Webclock. Click **Timesheet**.



Note: If you have multiple UD jobs, choose the assignment from the list before following Step 2.



3. This opens your current timesheet.
 - You cannot change the in/out clock times.
 - If you have a missing in or out time punch, notify your manager.



Date	Entry Code	Hours	Override Rate	Adjust Reason	Comments	soe	Total
Sun 03/08	Regular						
Mon 03/09	Regular						
Tue 03/10	Regular Time	09:35 am	0.00				3.67
		01:15 pm					
Wed 03/11	Regular Time	10:42 am	0.00		b		1.58
		12:17 pm					
Thu 03/12	Regular						
Fri	Regular						7.32

- a. You can view past or future timesheets (use calendar or left/right arrows)
- b. Use **Comments** field to add information on a **Regular Time** row, such as the time for a missed punch.
- c. If you enter a **Comment**, click the **Save** button
- d. The small grey arrow hides or reveals the tabs at the bottom
- e. Optionally, you may choose to **Submit** your timesheet.
 - Refer to Step 7 (optional) for additional information related to this function.

The Tabs are located below the timesheet and contain important information.

4. **Results** tab shows estimated pay details for each date of the pay period.

Exceptions		Work Study		Results		
Work Da...	Assignmen...	Pay Code	Paid Hours	Unpaid Ho...	Est Gross P...	Rate
03/10/2020	Magizoologi...	Student Hours	3.67	0.00	55.00	15.00
03/11/2020	Magizoologi...	Student Hours	1.58	0.00	23.75	15.00
03/13/2020	Magizoologi...	Student Hours	2.07	0.00	31.00	15.00
03/16/2020	Student-Ho...	Student Hours	2.03	0.00	20.33	10.00
03/17/2020	Student-Ho...	Student Hours	2.07	0.00	20.67	10.00
03/18/2020	Student-Ho...	Student Hours	2.10	0.00	21.00	10.00
Total			13.52	0.00	171.75	

- a. The **Results** tab includes the hours for all the **Assignments** you worked in the current pay period
- b. **Total** shows your total **Paid Hours** and total **Estimated Gross Pay**.
- c. **Rate** reflects your hourly rate for each date and assignment.

5. **Exceptions** tab shows any errors on your timesheet, such as missing clock punches.

- a. Use the **Comments** box on that date's time slice to let your manager know the missing punch time.

Exceptions		Schedule	Time Off	Results
Date	Exception Message			
Fri 04/10	Time Entry: Missing In or Out time.			

6. **Work Study** tab shows your work study award balance, if applicable.

- b. Credits – reflects any adjustments made to your award balance
- c. Debits – reflects the subtraction of dollars to your award balance. (subtraction is based on your estimated gross pay for your work study assignment)

Exceptions		Work Study		Results
Work Study		Dollars		
Initial Balance Sun 03/08	0.0000	Credits	0.0000	
Debits	0.0000	Ending Balance Sat 03/21	0.0000	
No Details				

OPTIONAL

7. By the end of the pay period, click the **Submit** button. This allows your manager to review and approve your timesheet.



a. A message will pop-up to certify that you have worked the hours listed on your timesheet. Check the box and click **Submit Timesheet** button



b. At the top of your timesheet, you will see the message: **Timesheet submitted**.
c. If you need to make adjustments at this point, you would **Recall** your timesheet, make the adjustments and then resubmit it.

