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.

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.

   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.

Note: If you have multiple UD jobs, choose the assignment from the list before following Step 2.
Part-time Hourly - Timesheet

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.

```
<table>
<thead>
<tr>
<th>Work Date</th>
<th>Assignment</th>
<th>Pay Code</th>
<th>Paid Hours</th>
<th>Unpaid Hours</th>
<th>Est Gross Pay</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>03/10/2020</td>
<td>Magizoologi</td>
<td>Student Hours</td>
<td>3.67</td>
<td>0.00</td>
<td>55.00</td>
<td>15.00</td>
</tr>
<tr>
<td>03/11/2020</td>
<td>Magizoologi</td>
<td>Student Hours</td>
<td>1.58</td>
<td>0.00</td>
<td>23.75</td>
<td>15.00</td>
</tr>
<tr>
<td>03/13/2020</td>
<td>Magizoologi</td>
<td>Student Hours</td>
<td>2.07</td>
<td>0.00</td>
<td>31.00</td>
<td>15.00</td>
</tr>
<tr>
<td>03/16/2020</td>
<td>Student Ho...</td>
<td>Student Hours</td>
<td>2.03</td>
<td>0.00</td>
<td>30.33</td>
<td>10.00</td>
</tr>
<tr>
<td>03/17/2020</td>
<td>Student Ho...</td>
<td>Student Hours</td>
<td>2.07</td>
<td>0.00</td>
<td>20.67</td>
<td>10.00</td>
</tr>
<tr>
<td>03/18/2020</td>
<td>Student Ho...</td>
<td>Student Hours</td>
<td>2.10</td>
<td>0.00</td>
<td>21.00</td>
<td>10.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>13.52</strong></td>
<td><strong>0.00</strong></td>
<td><strong>171.75</strong></td>
<td></td>
</tr>
</tbody>
</table>
```

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.

```
<table>
<thead>
<tr>
<th>Date</th>
<th>Exception Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri 04/10</td>
<td>Time Entry: Missing In or Out time.</td>
</tr>
</tbody>
</table>
```

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)
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

   ![Image of Timesheet Verification]

   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.

   ![Image of Timesheet with Recall button]