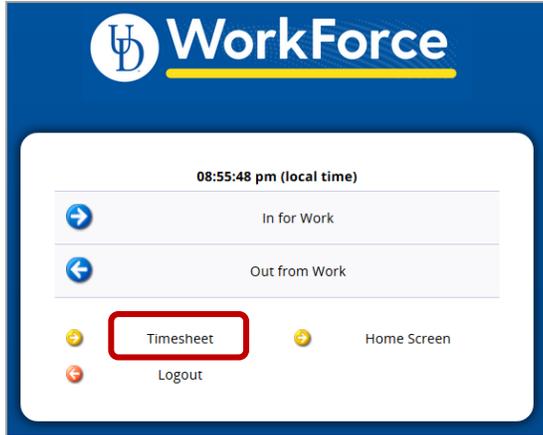


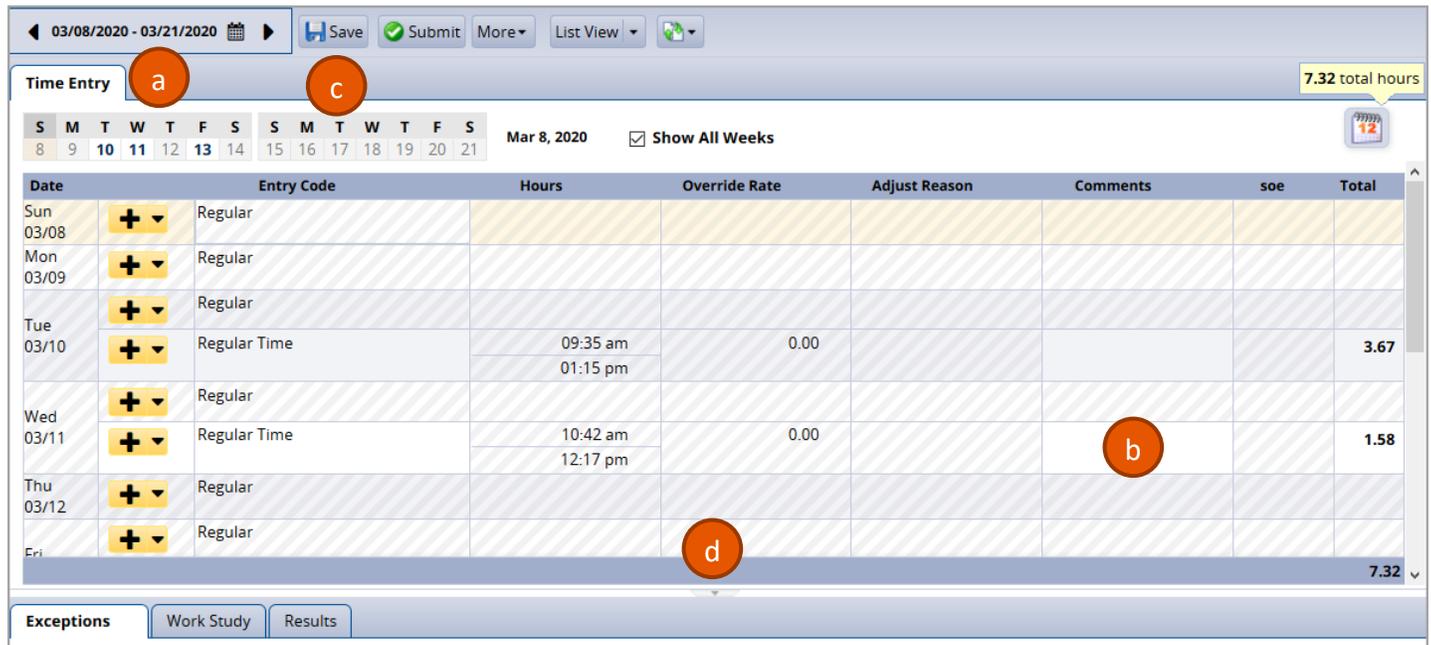
1. Access your timesheet by going to www.udel.edu/udworkforce, click **Login** button and then log in with CAS.
2. You can view your timesheet from the UD WorkForce Webclock. Click **Timesheet**.



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 01:15 pm | 0.00 | | | | 3.67 |
| Wed 03/11 | Regular Time | 10:42 am 12:17 pm | 0.00 | | b | | 1.58 |
| 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

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 | | | | |