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.
   - You can view past or future timesheets (use calendar or left/right arrows)
   - Use Comments field to add information on a Regular Time row, such as the time for a missed punch.
   - If you enter a Comment, click the Save button
   - 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.

   ![Results Tab Image]

   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 Tab Image]

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)

   ![Work Study Tab Image]