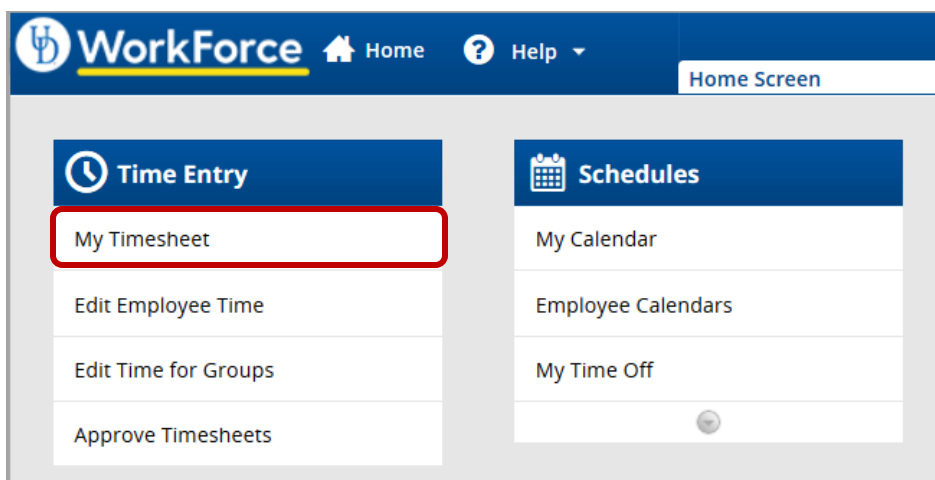


Exempt Staff and Faculty who hold any type of employee, elected, or appointed position with the State of Delaware or a political subdivision are required to submit their hours worked for UD within their timesheets to ensure compliance with state reporting, timekeeping, and payroll requirements. The UD WorkForce timesheet is the **required** method; it requires manager approval.

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## Timesheet Basics

1. Access your timesheet by going to [www.udel.edu/udworkforce](http://www.udel.edu/udworkforce), click **Login** button and then log in with CAS.
2. On the Home Screen, click **My Timesheet**.



3. This opens your timesheet for the current pay period

- You can view past or future timesheets (use the calendar icon or left and right arrows)
- Hours column - your regular work times are auto-populated based on your schedule (including lunch hour).
- Holidays auto-populate on your timesheet
- Time off hours (vacation, sick, etc.) come from approved Time Off Requests
- The small grey arrow hides or reveals the tabs at the bottom

The screenshot shows the 'Time Entry' interface for the period 03/01/2020 - 03/15/2020. At the top, there are buttons for 'Save', 'Submit', 'More', and 'List View'. A 'Time Entry' tab is selected, and a '76.50 total hours' badge is visible. Below the header is a calendar view for March 1, 2020, with a 'Show All Weeks' checkbox. The main table has columns: Date, Entry Code, Hours, Override Rate, Adjust Reason, Comments, and Total. The table shows entries for Mon 03/09 (Regular Time, Holiday), Tue 03/10 (Regular Time), Wed 03/11 (Regular Time), Thu 03/12 (Regular Time), and Fri 03/13 (Regular Time, Sick). Callouts are placed as follows: 'a' points to the 'Time Entry' tab; 'b' points to the 'Hours' column; 'c' points to the 'Holiday' entry; 'd' points to the 'Sick' entry; and 'e' points to a small grey arrow icon at the bottom of the table.

| Date      | Entry Code   | Hours    | Override Rate | Adjust Reason | Comments | Total |
|-----------|--------------|----------|---------------|---------------|----------|-------|
| Mon 03/09 | Regular Time |          |               |               |          |       |
| Mon 03/09 | Holiday      | 7.50     | 0.00          |               |          | 7.50  |
| Tue 03/10 | Regular Time | 08:00 am | 0.00          |               |          | 4.00  |
| Tue 03/10 | Regular Time | 12:00 pm | 0.00          |               |          | 3.50  |
| Tue 03/10 | Regular Time | 01:00 pm | 0.00          |               |          | 3.50  |
| Tue 03/10 | Regular Time | 04:30 pm | 0.00          |               |          | 3.50  |
| Wed 03/11 | Regular Time | 08:00 am | 0.00          |               |          | 4.00  |
| Wed 03/11 | Regular Time | 12:00 pm | 0.00          |               |          | 3.50  |
| Wed 03/11 | Regular Time | 01:00 pm | 0.00          |               |          | 3.50  |
| Wed 03/11 | Regular Time | 06:00 pm | 0.00          |               |          | 3.50  |
| Thu 03/12 | Regular Time | 08:00 am | 0.00          |               |          | 4.00  |
| Thu 03/12 | Regular Time | 12:00 pm | 0.00          |               |          | 3.50  |
| Thu 03/12 | Regular Time | 01:00 pm | 0.00          |               |          | 3.50  |
| Thu 03/12 | Regular Time | 04:30 pm | 0.00          |               |          | 3.50  |
| Fri 03/13 | Regular Time |          |               |               |          |       |
| Fri 03/13 | Sick         | 7.50     | 0.00          |               |          | 7.50  |
|           |              |          |               |               |          | 39.00 |

At the bottom, there are tabs for 'Exceptions', 'Schedule', 'Time Off', and 'Results'. A small grey arrow icon is located at the bottom of the table, pointing downwards.

## Recording Hours Worked

1. To submit your hours for the weeks shown:
  - a. Click the **Submit** button as highlighted below
  - b. Click the **Checkbox** to acknowledge you have worked the hours indicated
  - c. Then click the **Submit Timesheet** button

The screenshot shows a timesheet interface for the period 08/01/2026 - 08/15/2026. A 'Timesheet Verification' dialog box is open, requiring the user to certify that the recorded hours accurately reflect the time worked for the University of Delaware. The dialog includes a checkbox for certification, a text area for the certification statement, and a 'Filter exceptions by day' checkbox. Below the text area is a table with columns for Date, Exception Message, and Severity. The table currently displays 'No exceptions.' At the bottom of the dialog are 'Submit Timesheet' and 'Close' buttons.

**Timesheet Verification**

☐ I certify that the hours I recorded accurately reflect the time I worked for the University of Delaware this period. I further certify that I did not perform duties for any paid elected or appointed State of Delaware position during hours the University also scheduled or paid me, unless I used approved leave or my University pay was adjusted so I was not paid by the University for those coincident hours.\*

\* = required field

Filter exceptions by day ☐

| Date           | Exception Message | Severity |
|----------------|-------------------|----------|
| No exceptions. |                   |          |

Submit Timesheet Close

## Submitting Time for Prior Pay Periods

1. Before recording time on a Timesheet from a prior pay period, a manager or timekeeper must open the timesheet to make changes. This is called amending a timesheet.
  - a. FIRST, your manager or timekeeper must create the amended timesheet for the pay period to be adjusted
  - b. Navigate to the appropriate **Timesheet** (refer to Timesheet Basics, 3a above)
  - c. Click the **Amend** Button first, then click the **Submit** Button

This screenshot shows the top of a timesheet interface for the period 07/16/2026 - 07/31/2026. The 'Amend' button is highlighted in green, indicating it is the next step in the process.

07/16/2026 - 07/31/2026 Amend More List View

This screenshot shows the top of a timesheet interface for the period 07/16/2026 - 07/31/2026. The 'Submit' button is highlighted in green, indicating it is the final step in the process.

07/16/2026 - 07/31/2026 Save Submit More List View

## Adjusting Scheduled Hours

1. In some cases, it may be necessary to adjust the hours which have been worked. To make these adjustments, an update to the default Scheduled Hours is required.
  - a. Navigate to the appropriate **Timesheet** (as documented above in prior steps)
  - b. Click the **Schedule Tab** as highlighted below

| Exceptions <b>Schedule</b> Time Off   Results   ACT Balances   |                              |   |   |   |   |   |   |   |    |    |          |    |       |    |
|----------------------------------------------------------------|------------------------------|---|---|---|---|---|---|---|----|----|----------|----|-------|----|
| F                                                              | S                            | S | M | T | W | T | F | S | S  | M  | T        | W  | T     | F  |
| 1                                                              | 2                            | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12       | 13 | 14    | 15 |
| Aug 6, 2025 <input checked="" type="checkbox"/> Show All Weeks |                              |   |   |   |   |   |   |   |    |    |          |    |       |    |
| Date                                                           | Schedule Code                |   |   |   |   |   |   |   |    |    | Hours    |    | Total |    |
| Tue 08/05                                                      |                              |   |   |   |   |   |   |   |    |    | 12:00 pm |    |       |    |
|                                                                | + ▾ Scheduled Lunch In/Out ▾ |   |   |   |   |   |   |   |    |    | 12:00 pm |    |       |    |
|                                                                |                              |   |   |   |   |   |   |   |    |    | 01:00 pm |    |       |    |
|                                                                | + ▾ Scheduled Times ▾        |   |   |   |   |   |   |   |    |    | 01:00 pm |    |       |    |
| Wed 08/06                                                      |                              |   |   |   |   |   |   |   |    |    | 04:30 pm |    | 3.50  |    |
|                                                                | + ▾ Scheduled Times ▾        |   |   |   |   |   |   |   |    |    | 08:00 am |    |       |    |
|                                                                |                              |   |   |   |   |   |   |   |    |    | 12:00 pm |    |       |    |
|                                                                | + ▾ Scheduled Lunch In/Out ▾ |   |   |   |   |   |   |   |    |    | 12:00 pm |    |       |    |
|                                                                |                              |   |   |   |   |   |   |   |    |    | 01:00 pm |    |       |    |
|                                                                | + ▾ Scheduled Times ▾        |   |   |   |   |   |   |   |    |    | 01:00 pm |    |       |    |
|                                                                |                              |   |   |   |   |   |   |   |    |    | 04:30 pm |    | 3.50  |    |

- d. Scroll to the day(s) of the week for which scheduled times need to be adjusted
  - a. Double click the times within the **Hours Column** to make the needed adjustments
  - b. Change the times by making entries such as; 10a and enter to denote a 10:00 am time, 4p and enter to denote a 4:00 pm time, then hit Enter

| Exceptions <b>Schedule</b> Time Off   Results   ACT Balances   |                              |   |   |   |   |   |   |   |    |    |          |    |       |    |
|----------------------------------------------------------------|------------------------------|---|---|---|---|---|---|---|----|----|----------|----|-------|----|
| F                                                              | S                            | S | M | T | W | T | F | S | S  | M  | T        | W  | T     | F  |
| 1                                                              | 2                            | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12       | 13 | 14    | 15 |
| Aug 6, 2025 <input checked="" type="checkbox"/> Show All Weeks |                              |   |   |   |   |   |   |   |    |    |          |    |       |    |
| Date                                                           | Schedule Code                |   |   |   |   |   |   |   |    |    | Hours    |    | Total |    |
| Tue 08/05                                                      |                              |   |   |   |   |   |   |   |    |    | 12:00 pm |    |       |    |
|                                                                | + ▾ Scheduled Lunch In/Out ▾ |   |   |   |   |   |   |   |    |    | 12:00 pm |    |       |    |
|                                                                |                              |   |   |   |   |   |   |   |    |    | 01:00 pm |    |       |    |
|                                                                | + ▾ Scheduled Times ▾        |   |   |   |   |   |   |   |    |    | 01:00 pm |    |       |    |
| Wed 08/06                                                      |                              |   |   |   |   |   |   |   |    |    | 04:30 pm |    | 3.00  |    |
|                                                                | + ▾ Scheduled Times ▾        |   |   |   |   |   |   |   |    |    | 01:00 pm |    |       |    |
|                                                                |                              |   |   |   |   |   |   |   |    |    | 04:00 pm |    |       |    |
|                                                                | + ▾ Scheduled Times ▾        |   |   |   |   |   |   |   |    |    | 4p       |    |       |    |
|                                                                |                              |   |   |   |   |   |   |   |    |    | 04:30 pm |    | 0.50  |    |
|                                                                |                              |   |   |   |   |   |   |   |    |    |          |    |       |    |

- a. If need be, you can also remove a row from a Schedule (such as a lunch break) by clicking the **Down Arrow** for More Options
- b. Select **Delete Row** and the selected row will be removed from the Scheduled Time.

| Exceptions  |               | Schedule |                        | Time Off |   | Results |   | ACT Balances |    |    |    |    |    |          |                                                    |
|-------------|---------------|----------|------------------------|----------|---|---------|---|--------------|----|----|----|----|----|----------|----------------------------------------------------|
| F           | S             | S        | M                      | T        | W | T       | F | S            | S  | M  | T  | W  | T  | F        |                                                    |
| 1           | 2             | 3        | 4                      | 5        | 6 | 7       | 8 | 9            | 10 | 11 | 12 | 13 | 14 | 15       |                                                    |
| Aug 6, 2025 |               |          |                        |          |   |         |   |              |    |    |    |    |    |          | <input checked="" type="checkbox"/> Show All Weeks |
| Date        | Schedule Code |          |                        |          |   |         |   |              |    |    |    |    |    | Hours    | Total                                              |
| Tue 08/05   | +             |          | Scheduled Lunch In/Out |          |   |         |   |              |    |    |    |    |    | 12:00 pm |                                                    |
|             |               |          |                        |          |   |         |   |              |    |    |    |    |    | 12:00 pm |                                                    |
|             |               |          |                        |          |   |         |   |              |    |    |    |    |    | 01:00 pm |                                                    |
|             | +             |          | Scheduled Times        |          |   |         |   |              |    |    |    |    |    | 01:00 pm | 3.50                                               |
| Wed 08/06   |               |          |                        |          |   |         |   |              |    |    |    |    |    | 04:30 pm |                                                    |
|             | +             |          | Scheduled Times        |          |   |         |   |              |    |    |    |    |    | 08:00 am | 4.00                                               |
|             |               |          |                        |          |   |         |   |              |    |    |    |    |    | 12:00 pm |                                                    |
|             |               |          | In/Out                 |          |   |         |   |              |    |    |    |    |    | 12:00 pm |                                                    |
|             |               |          |                        |          |   |         |   |              |    |    |    |    |    | 01:00 pm |                                                    |
|             |               |          |                        |          |   |         |   |              |    |    |    |    |    | 01:00 pm |                                                    |
|             |               |          |                        |          |   |         |   |              |    |    |    |    |    | 01:00 pm |                                                    |
|             |               |          |                        |          |   |         |   |              |    |    |    |    |    | 04:30 pm | 3.50                                               |
|             |               |          |                        |          |   |         |   |              |    |    |    |    |    | 08:00 am |                                                    |
|             |               |          |                        |          |   |         |   |              |    |    |    |    |    | 12:00 pm | 4.00                                               |

- c. Click the **Save** Button at the top of the Timesheet once all adjustments have been made

◀ 08/01/2025 - 08/15/2025 ▶ Save Submit More List View Timesheet has unsaved data

- d. Scheduled Hours on the Time Entry section of the Timesheet will automatically update

Time Entry

| F         | S              | S              | M        | T | W             | T | F             | S | S        | M  | T             | W  | T     | F  | Aug 6, 2025 |  | <input checked="" type="checkbox"/> Show All Weeks |
|-----------|----------------|----------------|----------|---|---------------|---|---------------|---|----------|----|---------------|----|-------|----|-------------|--|----------------------------------------------------|
| 1         | 2              | 3              | 4        | 5 | 6             | 7 | 8             | 9 | 10       | 11 | 12            | 13 | 14    | 15 |             |  |                                                    |
| Date      | Entry Code     |                | Hours    |   | Leave Case ID |   | Override Rate |   | Comments |    | Adjust Reason |    | Total |    |             |  |                                                    |
| Tue 08/05 | <div>+ ▾</div> | Regular Time ▾ | 04:30 pm |   |               |   | 0.00          |   |          |    |               |    | 4.00  |    |             |  |                                                    |
|           |                |                | 08:00 am |   |               |   |               |   |          |    |               |    |       |    |             |  |                                                    |
|           | <div>+ ▾</div> | Regular Time ▾ | 12:00 pm |   |               |   | 0.00          |   |          |    |               |    | 3.50  |    |             |  |                                                    |
|           |                |                | 01:00 pm |   |               |   |               |   |          |    |               |    |       |    |             |  |                                                    |
| Wed 08/06 | <div>+ ▾</div> | Regular Time ▾ | 01:00 pm |   |               |   | 0.00          |   |          |    |               |    | 3.00  |    |             |  |                                                    |
|           |                |                | 04:00 pm |   |               |   |               |   |          |    |               |    |       |    |             |  |                                                    |
|           | <div>+ ▾</div> | Regular Time ▾ | 04:00 pm |   |               |   | 0.00          |   |          |    |               |    | 0.50  |    |             |  |                                                    |
|           |                |                | 04:30 pm |   |               |   |               |   |          |    |               |    |       |    |             |  |                                                    |

## Timesheet Approvals

1. When an Exempt Staff or Faculty employee submits their timesheet, an email notification is sent to their direct supervisor for approval.

-----Original Message-----

From: UD Workforce <udworkforce@udel.edu>

Sent: Thursday, July 23, 2026 4:08 PM

To: Manager Name <manager@udel.edu>

Subject: Employee's timesheet has been submitted.

Employee Employee Name, Employee ID,timesheet for Pay Period End: 07/31/2026 has been submitted.

... Link to timesheet: [https://urldefense.com/v3/\\_https://udel-prod.wta-](https://urldefense.com/v3/_https://udel-prod.wta-)

2. Managers, Timekeepers, HR Managers and Business Officers can approve hours submitted by employees. Refer to video and job aids on the UD WorkForce training [website](#) for more details about approving timesheets (MANAGER section/Staff and Fiscal Faculty heading).

Or you can use these are the direct links:

1. [Desktop–Video](#)
2. [Desktop–Job Aid](#)
3. [Mobile–Job Aid](#)