To access your timesheet, login to your MyUW account

Click the **Time and Absence** widget.

Select the Timesheet option from the navigation bar on the left

---

**Employees are required to submit timesheets at the end of each pay period.**

Employees are strongly encouraged to enter and submit time daily, but should minimally enter and submit time on a weekly basis, on the last day worked.

Employees may view their available leave balances by selecting **Absence Balances** on the navigation bar shown above or within the Reported Time Summary at the bottom of the timesheet:
Time Reporting Instructions for Academic Staff Non-Exempt

Employees with an assigned FTE are required to report hours worked and/or absences accordingly (e.g., a 50% FTE employee is required to report 20 hours per work week). Employees cannot flex their schedule from week to week in the pay period.

Entering Hours Worked on the Timesheet:
- Enter the total number of hours worked in the quantity field for each day
- Click Submit

You do not need to select a time/absence code for regular hours worked.

Entering Absences on the Timesheet:
- Enter the total number of hours per absence in the quantity field for each day
- Select the appropriate leave type under Time/Absence Code
- Click Submit

Please note, non-exempt Academic Staff employees are required to enter legal holiday for all scheduled holidays.

To enter both hours worked and absences on the same day, select the plus sign on the left-hand side to add another row for the same date. Follow the same steps above for submission.

See example timesheet below: