

# Timesheet Quick Start Guide for Students and Temporaries

1. Access timesheet at: [businessops.louisville.edu/timekeeping/timesheet](http://businessops.louisville.edu/timekeeping/timesheet). Log in with University ID and password.

2. You will be automatically directed to the current pay period timesheet. The timesheet is viewable one week at a time (Friday-Thursday).

3. The system knows who you are and will pre-populate your name, ID, department, standard work hours and supervisors. If your supervisor is NOT correct, you may select "Update Supervisor" and edit.

4. Time may be entered by selecting "+ Add Time".

5. Type time either directly into the field or use the clock widget:

A Enter "In" time. "Out" must be entered before a new "+ Add Time" can be entered.

B When "Out" time is entered the total hours show to help confirm hours worked.

C Using the Clock Widget:  
- Click the clock icon  
- Select hour  
- Select minutes  
- Update time

6. Employees should review all time entered and click "Submit Your Time" for routing to supervisor for approval.

Day	FRI	SAT	SUN	MON	TUE	WED	THU	Total
Date	2017-01-20	2017-01-21	2017-01-22	2017-01-23	2017-01-24	2017-01-25	2017-01-26	Week 1
In								
Out								
Hours Work	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Total Time	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0

UNIVERSITY OF LOUISVILLE Business Operations Portal

Employee ID: 5041120 You are entering time for: Std Asst in Perf Imprvment & Bus Analytics (position 90018729)  
Employee Name: Lianna Dayday Urbino Standard hours for this position: 20  
Pay Period Begin Date: 2017-01-20 Your supervisor for this position: Northerner,Sara J

Update your Supervisor Print View

Use your Supervisor  
Your supervisor

Cancel Change Supervisor

Day: FRI, Date: 2017-02-10

Notes:  
In  
Out  
In  
Out  
+ Add Time

Hours Worked: 0.0

Total Time: 0.0

Day: FRI, REG, 0.0

Time Entry for Friday, February 10th 2017

Time can be chosen from the clock widget (military time) or entered in directly as H:MM Xm (8:00 am) or HH:MM Xm (08:00 am)

08:00 AM  
12:00 PM

4.0 Hours

Cancel Add to Timesheet

Time Entry for Friday, February 10th 2017

Time can be chosen from the clock widget (military time) or entered in directly as H:MM Xm (8:00 am) or HH:MM Xm (08:00 am)

08:00 AM  
12:00 PM

08:00

Cancel

This timesheet is **unlocked** for time entry  
This timesheet is **unlocked** for leave entry  
This timesheet will automatically lock for employee time entry on:  
**Fri, Feb 17 at 07:00 AM**  
This timesheet will automatically lock for supervisor editing on:  
**Fri, Feb 17 at 10:00 AM**  
This timesheet will automatically lock for all editing on:  
**Mon, Feb 20 at 09:00 AM**  
Supervisor Approved: False

Submit Your Time