Dashboard – Enter Hourly Timesheets
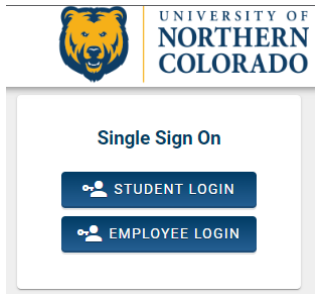
General Overview

Detailed screens follow

1. Login to Ursa at ursa.unco.edu
2. Student Hourly, University Aid/Classified Hourly using "DASHBOARD" to enter hours
   a. Student Hourly – click on the Student Tab, then click on the Employee Dashboard link under the Student Employees section, then the blue Enter Time button under the My Activities section
   b. University Aid/Classified Hourly– click on the Employee Tab, then click on the Employee Dashboard link under the Employee Information section, then the bue Enter Time button under the My Activities section
3. Select the pay period you are entering time for by clicking on the Start Timesheet button. That pay period must be open to enter time on it
   a. If you have more than one job, make sure you click on the job you want to enter time on
   b. If you have started your time and need to go back into it, click on the colored purple In Progress status for the pay period you would like to update, and it will take you back into the timesheet for that pay period
   c. To see prior pay periods, click on Prior Periods to the right of the form
4. For Clock In Clock Out (CICO), the current date will be automatically selected
   a. Click on the Clock In button to begin your shift
   b. Click on the Clock Out button to end your shift
   c. Whatever time you clock in or out, it will round to the nearest 15 minutes of that hour. The system will also show the actual time that you clocked in and out
   d. The time you enter will default to Reg Student Clock In & Out. Optional earn codes are retro and sick (see below). To use an option Earn Code click on the Blue + Add Earn Code in the middle of the page below the calendar
      i. Retro Current Year – use this for hours that you worked outside these dates. Start with the first date of that pay period and do not exceed 23 hours for that day. Make sure to enter comments for any retro time added. Comments can be added by clicking on the comment bubble. Your approver will be able to read these comments when approving your time
      ii. Sick Leave – Enter hours on the day you were sick; sick leave can only be used for the hours you were scheduled to work
5. For Time In, Time Out (TITO), select the day that you wish to enter time for. You are ready to enter your hours
   a. The time you enter will default to Reg Student Earnings. Optional earn codes are retro and sick (see below for Earn Code Descriptions). To use an option Earn Code click on the Blue + Add Earn Code in the middle of the page below the calendar
      i. Reg Student Earnings – use this for actual hours worked
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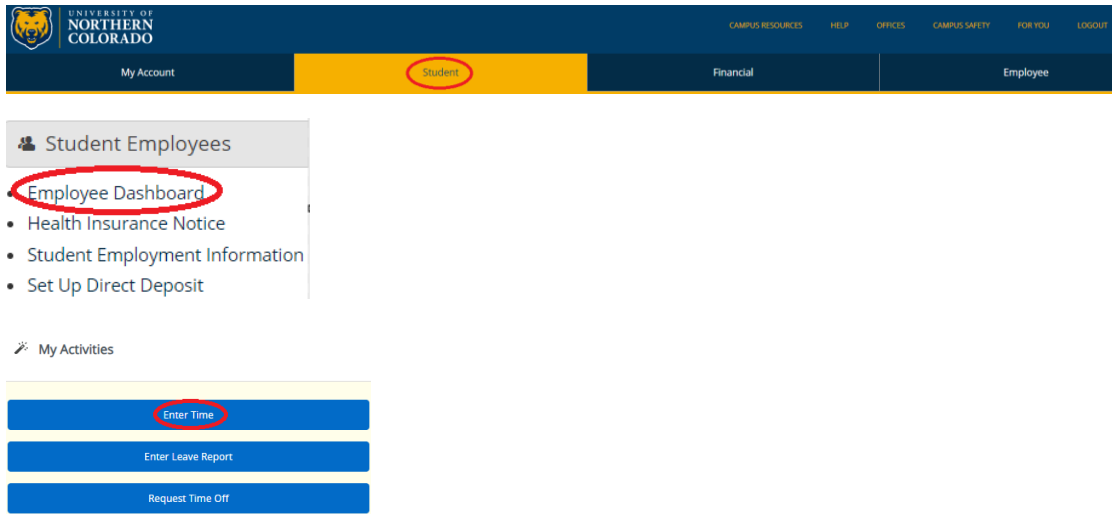
           iii.   Sick Leave – Enter hours on the day you were sick; sick leave can only be used for the hours you were scheduled to work

    b.   Start entering time in "Start Time" field and "End Time" (enter with the following format: 00:00 AM or 00:00 PM)

           i.   Enter time in intervals of 15 minutes in the 00:00 format. For example, 10:00, 10:15, 10:30, 10:45. If you are using your phone manual entry might be best

           ii.   You can also use the clock icon; easily scroll thru the hours in each field and the AM/PM choice

    c.   If you work, leave, and come back on the same day, select Add More Time.

    d.   If you need to enter a different type of Earn Code, such as sick or retro, select Add Earn Code, located in blue in the middle of the page

    e.   Click Save once all your hours have been entered

6.   To move to the next week, click on the blue arrow to the very right of the last day showing for that week

7.   Once your time has been entered, make sure to save your time and then click on Preview

    a.   If you need to make changes before submitting your timesheet, click on Return in the bottom right-hand corner

    b.   After you have verified your time, click on Preview, and then Submit

           i.   If after you have submitted your timesheet and the status shows as pending and you need to make changes, open the pay period by clicking on that specific pay period line and select the Recall Timesheet button

    c.   Once your timesheet is ready to be submitted, click on the Preview button, and then click Submit
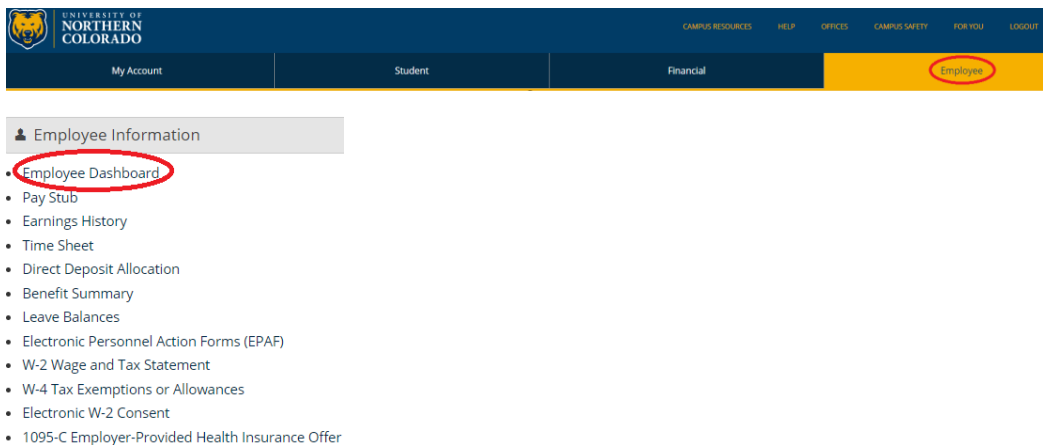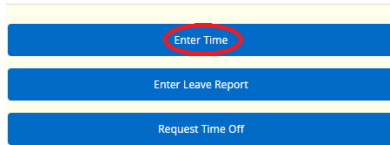
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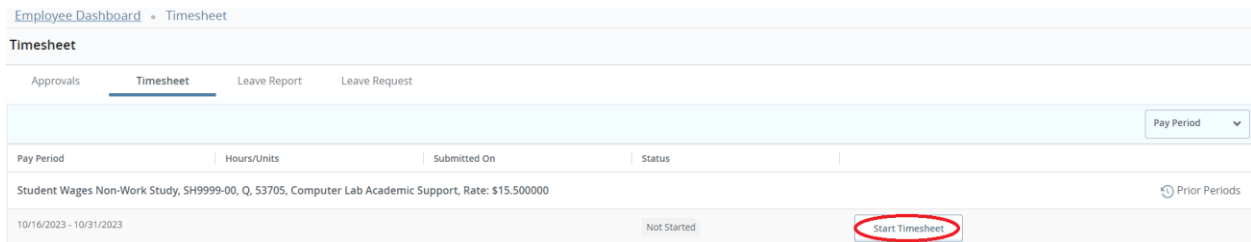

   b. University Aid/Classified Hourly– click on the Employee Tab, then click on the Employee Dashboard link under the Employee Information section, then the bue Enter Time button under the My Activities section

Revised 12.11.2023

My Activities

Enter Time

Enter Leave Report

Request Time Off

3. Select the pay period you are entering time for by clicking on the Start Timesheet button. That pay period must be open to enter time on it

Employee Dashboard • Timesheet

Timesheet

| Approvals | Timesheet | Leave Report | Leave Request |

| | | | Pay Period ∨ |

| Pay Period | Hours/Units | Submitted On | Status | |

Student Wages Non-Work Study, SH9999-00, Q, 53705, Computer Lab Academic Support, Rate: $15.500000   ⟲ Prior Periods

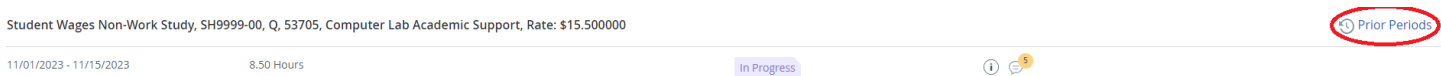| 10/16/2023 - 10/31/2023 | | | Not Started | Start Timesheet |

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Student Wages Non-Work Study, SH9999-00, Q, 53705, Computer Lab Academic Support, Rate: $15.500000

| 11/01/2023 - 11/15/2023 | 8.50 Hours | | In Progress |

c. To see prior pay periods, click on Prior Periods to the right of the form

Student Wages Non-Work Study, SH9999-00, Q, 53705, Computer Lab Academic Support, Rate: $15.500000   ⟲ Prior Periods

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   ii. Sick Leave – Enter hours on the day you were sick; sick leave can only be used for the hours you were scheduled to work

⊕ Add Earn Code

Earn Code			Hours
Reg Student Clock In & Out ⌄	⊘ Clock In	⊘ Clock Out	0.00

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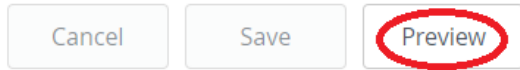   e. Click Save once all your hours have been entered

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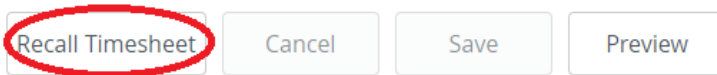 | Cancel | Save | Preview |

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    | Return | Submit |

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    | Recall Timesheet | Cancel | Save | Preview |

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