ELECTRONIC TIMESHEET
QUICK STEPS
FOR FWS STUDENTS

Log In to My UM Portal
https://myumb.umarland.edu/psp/paprod/?cmd=login

Click on the tab
My UM Employee Self Service

Click
My Non-Exempt Timesheet

Click
Add a New Value

Click
Add

You should see your FWS timesheet
UMID
Password

CITS will never ask you to put your password into an email message, but scammers will. Do not share your password with others.

Sign in

First Time User, Setup Your Password
Forgot Your Password
New to the MyUM Portal? View the tutorial

Don't know your UMID? click here
Manage your UMB Account
Campus Home Page

NOTICE CONCERNING COMPUTER USE AND MONITORING

This system is for authorized users only. The Maryland Code, Criminal Law Article, Section 7-302 and Section 8-606 prohibit unauthorized access to computers and public records. Violation may result in a criminal conviction and imprisonment not exceeding 3 years or a fine not exceeding $1,000 or both. Anyone using this system expressly consents to having their use of the system monitored and recorded by system personnel. If such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring and recording to law enforcement officials and your account may be deactivated. Use of UMB computers and computing resources must comply with the UMB IT Acceptable Use Policy.

Whistleblower Hotline

https://myumb.umd.edu/psp/paprod/?cmd=login

7/3/2017
My UMB Information and Tasks

Timesheet Tasks Information
- My Exemp/Faculty Timesheet
  Enter or Review your Timesheet
- My Timesheet Profile
  View your Timesheet Profile
- Approve Timesheets
- My Timesheet History
  Access your old timesheet

Pay Related Information
- My UM Leave Balances
  Inquire your Leave Balances
- My Furlough / Salary Reduction Info
  Review your Furlough/Salary Reduction Schedule
- CPB Payroll Service Center
  Inquire Pay Stubs, Direct Deposit, Check Address, W-4:

Personal Information
- My Personal Information
- My Personal Information Summary

Additional HR Self Service Resources
For Name Change, Healthcare etc, visit HR Services website

Whistleblower Hotline
End Date: 06/24/2017

Add
**University of Maryland, Baltimore**

**NON-EXEMPT / STUDENT TIMESHEET**

<table>
<thead>
<tr>
<th>Name:</th>
<th>Schedule:</th>
<th>Dept:</th>
<th>Eodl:</th>
<th>Pay Per:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Standard Hrs: 20</td>
<td>04365000 AAD</td>
<td>AFTE: 50</td>
<td>17-20</td>
</tr>
<tr>
<td></td>
<td>From: 05-28-17 To: 06-15-17</td>
<td>Scholarships/Financial Aid</td>
<td>Pay Period:</td>
<td></td>
</tr>
</tbody>
</table>

**UMB MESSAGE**

ReportView In/Out Time

ReportView Additional In/Out Time

### Time Recording Code

<table>
<thead>
<tr>
<th>Time</th>
<th>Mon 6/26</th>
<th>Mon 7/3</th>
<th>Tue 7/4</th>
<th>Wed 7/5</th>
<th>Thu 7/6</th>
<th>Fri 7/7</th>
<th>Sat 7/8</th>
<th>Sun 7/9</th>
<th>Mon 7/10</th>
<th>Tue 7/11</th>
<th>Wed 7/12</th>
<th>Thu 7/13</th>
<th>Fri 7/14</th>
<th>Sat 7/15</th>
<th>Sun 7/16</th>
<th>Total</th>
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<tbody>
<tr>
<td>Regular</td>
<td>RCH</td>
<td>3.00</td>
<td>3.00</td>
<td>2.50</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

**PAID LEAVE**

<table>
<thead>
<tr>
<th>Leave</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Vacation</td>
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</tr>
<tr>
<td>Holiday</td>
<td>0.00</td>
</tr>
<tr>
<td>Personal</td>
<td>0.00</td>
</tr>
<tr>
<td>Sick</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Shift/Over Time/On Call/Comp Time/Regular Unscheduled Hours**

| Total Hours | 0.00 |

**UNPAID LEAVE**

<table>
<thead>
<tr>
<th>Leave</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Employee Email Address:**

**Primary Supervisor:**

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https://www.hrms.UMaryland.edu/psc/hrprod_2/EMPLOYEE/HRMS/c/UMB_SS_MGR_M... 7/3/2017