ELECTRONIC TIMESHEET
QUICK STEPS
FOR FWS SUPERVISORS

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

Click on the tab
My UM Employee Self Service

Click
Approve Electronic Timesheets

Click
Fetch

List of employee timesheets should show
- Approve (timesheets that are correct)
- Recycle (problem timesheets back to student for correction)

Save
NOTICE CONCERNING COMPUTER USE AND MONITORING

Use of UM computers and computing resources must comply with the UM IT Acceptable Use Policy. UM may monitor your use of UM networks, computer accounts and other activity. Policies issued by UM schools and departments may also apply to use of UM computing resources. Use of UM computers and computing resources is subject to UM guidelines on collection of personal information and applicable provisions of federal and state law, including HIPAA, FERPA, the Maryland Public Information Act, and Maryland criminal law prohibiting unauthorized access to computers and false entries in public records.
UNIVERSITY OF MARYLAND
SCHOOL OF SOCIAL WORK

2012.09.258:38 AM

My Page My UM Employee Self Service

Personalize Content Layout

Enterprise Menu
- Worklist
- Effort Reporting System (ERS)
- UMBiz
- eUM HRMS
- eForms Home Page
- UPK Tutorials - Browser
- UPK Tutorials - HTML
- Update myStudent Info
- Faculty & Staff Links
- Student Links
- UM Directory
- iTunes U (Public)
- UM One Card
- Lookup UM Bar Code
- Change Password
- Manage myUM Account

UM Campus Alerts
- There are no Campus emergencies at this time.
- Click HERE to sign up for UMB Alerts

IT Alerts
- There are currently no news articles available.

Campus Calendar
- Campus Events (view full calendar details)
- Title: University Farmers Market
- Date: 09/25/2012 to 09/25/2012
- Time: 10:00 AM - 2:30 PM

UM eForms Alerts
- You currently have no eForm(s) that require your approval.

UM Search
- Search Where?
- For Enter Search Text

UM Application Sign
- Click the "Customize" icon above to add/remove links

SIMS
- UM Email Systems
- Click the "Customize" icon above to add/remove links

umaryland.edu

eUM News
- UPDATED Payroll Calendar (9/20/12)
- Revised August Close Date: September 11 (08/29/12)
- UPDATED Financial Calendar (09/29/12)
- RESOLVED: Year End Processing Problem with PP12-27
- RAVEN Download Enhancement and Financials Security Views
- UPDATED: Departmental Payroll Calendar (05/12)
- Need To View Your PO Encumbrance Balances? (06/13/08)
- Having trouble finding NEW PROJECT IDs? Click here! (02/20/2008)
- Workflow Inquiry Page - Tracking Requisitions (10/2/2007)

Campus HR News
- There are currently no news

Campus News
- Social Work Students Travel to Nigeria to Observe IHVN Research
- An innovative global disparities course enables groups from two USM campuses to learn techniques of psychosocial research involving HIV/AIDS care.
- Big Pharma, FDA Leaders Call for Big Strides in Regulatory Science
- The Center of Excellence in Regulatory Science and Innovation taps researchers at UM Baltimore and College Park campuses to make a difference.
- School of Nursing Participating in Pioneering Effort to Improve Health Care in Rwanda
- The School is one of 13 top U.S. institutions of higher learning chosen for this unprecedented effort.
- University of Maryland Study Suggests Neonatal Cardiac Stem Cells May Help Mend Children’s Broken Hearts
- Cardiac stem cells from newborns show stronger regenerative ability than adult stem cells.
- Global Health Interdisciplinary Project Returns From Malawi After

https://myumb.umaryland.edu/psp/paprod/EMPLOYEE/EMPL/h/?tab=DEFAULT

9/25/2012
### Employee Time to Approve

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### Search Criteria

- Department: 
- EmplID: 
- Empl Group: 
- Supervisor: 
- Sort Order: 
  - Employee Name
  - Employee ID
  - Dept ID
  - Primary Supervisor

### Action Buttons
- Fetch
- Select All for Approval
- Deselect All for Approval

### Links
- Back to My UM Information and Tasks
- UMB ETS Statistics

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https://www.eumb-apps.umd.edu/servlets/iclientservlet/hrprod/?ICType=Panel&Me...
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