

Entering Your Time and Leave

- Once in the Portal, click the **My UMB Employee Info** tab.
- Under Enter **Timesheet Data**, click the **My UMB Timesheet** link.
- Be certain that the displayed **End Date** is for the correct pay period.
- Click **Add**.
- The displayed timesheet will resemble the example on the inside of this Guide.
- Depending upon your computer screen resolution you may have to use the horizontal (bottom) or vertical (right side) scroll bar to see all parts of your timesheet.
- Enter your time and leave as explained in the Timesheet training. To review the training follow the **UPK Tutorials** link from the initial Portal page.

Tips on Entering Timesheet Data:

- All Hours Worked must be accounted for in the In/Out section.
- **Total Hours** includes ALL HOURS WORKED + PAID LEAVE + SHIFT/ OVERTIME.
- Click any “+” sign to add a line for a leave type that’s not initially shown—such as ADMS.

Meaning of *Status* Designations

- **Not Submitted**--the initial status; no time has been entered, or time has been entered and saved as a draft but not submitted.
- **Submitted**—the timesheet has been submitted to the Supervisor.
- **Submitted with Warnings**-- the timesheet has been submitted to the Supervisor, acknowledging system warnings.
- **Supervisor Approved**—the Supervisor has approved the timesheet.
- **TL Initiator Approved**—the department Time & Leave Initiator (Payroll Rep) has approved the timesheet.
- **Recycled**—the timesheet has been returned by the Supervisor or T&L Initiator due to some exception. Employee must correct and re-submit.

Need Help?

For links to further documentation, tutorials, FAQs, etc., see www.umaryland.edu/eumb/training/etstrain/

For questions about either electronic timesheet procedures or departmental policies, please contact your department’s Payroll Rep.

For technical issues, call the IT Help Desk at 6-HELP (6-4357).

University of Maryland Baltimore



Electronic Timesheet Guide Non-Exempt & Hourly Employees

What ETS Means for You

Electronic Timesheets for Non-Exempt Employees means that your time and leave may now be:

- Entered from any computer with an Internet connection.
- Entered for up to six pay periods into the future.
- Corrected up to 60 days past.
- Automatically routed to your supervisor for approval.

Accessing Your Timesheet

Timesheet access is via the myUMB Portal:

- Go to the UMB Home Page: <http://www.umaryland.edu/>.
- Click the **MYUMB** (Portal) link in the upper right area of the page.
- Login to the Portal with your myUMB ID or EMPL ID number and password.
- Use links provided for setup / recovery of your password if needed.

Header shows employee's name, schedule and job information

Leave Balance

Workflow Inquiry

Shows leave earned/taken

Shows timesheet progress thru the submission/approval cycle

Use **Mark for Deletion** only upon advice of your supervisor. A checkmark in the **Corrected** box means that this timesheet is intended to *replace* one previously processed.

Status— timesheet's present stage of processing:

- Not Submitted
- Submitted
- Submitted with Warnings
- Supervisor Approved
- TL Initiator Approved
- Time Recycled
- Time Loaded

Name: Creedon,Leanne P.	Schedule: M8/T8/W8/Th8/F8	Empl Class: 20 - Non Exempt Regular
Emplid: 013974 - 0	%FTE: 100	From: 01-30-11 To: 02-12-11
Department: 10207020 IHV Clinical Division	Standard Hours: 40	Pay Period: 11-17

Mark for Deletion?

Corrected

Status: **Not Submitted**

UMB MESSAGE [When used, this message box will display reminders/warnings from Payroll Dept. to all employees.]

Use these buttons to populate timesheet with regularly-scheduled hours.

In/Out Profile ID REGULAR Full Profile Week1 Week2

	Sun 01/30	Mon 01/31	Tue 02/01	Wed 02/02	Thu 02/03	Fri 02/04	Sat 02/05	Sun 02/06	Mon 02/07	Tue 02/08	Wed 02/09	Thu 02/10	Fri 02/11	Sat 02/12
In	3:00PM	3:00PM	3:00PM	3:00PM	3:00PM			3:00PM	3:00PM	3:00PM	3:00PM	3:00PM		
Out	11:30PM	11:30PM	11:30PM	11:30PM	11:30PM			11:30PM	11:30PM	11:30PM	11:30PM	11:30PM		
Lunch/Break (H:MM)	0:30	0:30	0:30	0:30	0:30			0:30	0:30	0:30	0:30	0:30		

▶ Report/View Additional In/Out Time

▶ Report/View Additional In/Out Time

	TRC	Sun 01/30	Mon 01/31	Tue 02/01	Wed 02/02	Thu 02/03	Fri 02/04	Sat 02/05	Sun 02/06	Mon 02/07	Tue 02/08	Wed 02/09	Thu 02/10	Fri 02/11	Sat 02/12	Total	A O
Regular	RGH	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00			80.00	

PAID LEAVE

Vacation	VCH																0.00
Holiday	HLH																0.00
Personal	PRH																0.00
Sick	SCH																0.00

Processing Buttons -- Once data has been entered, you can **Save** it, Review any applicable **Edits**, or **Submit** the timesheet. You may also **Correct** data on a previously submitted timesheet.

SHIFT/OVER TIME/ON CALL/COMP TIME

Shift	SH1	8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00			
Total Hours		8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00			

UNPAID LEAVE

UnPaid Leave														
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Employee Email Address -- The address where any timesheet-related emails will be sent. Enter one or change it if necessary on the Portal *My UMB Personal Info* page.

View All First 1 of 1 Last

Comment Text

[Optional field for employee comments] + -

Save As Draft Apply Edits

Correct Timesheet Submit

Employee Email Address: credit@umbi.umd.edu

Primary Supervisor: Steinberg, Sarah E.