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.

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.

### Need Help?

For links to further documentation, tutorials, FAQs, etc., see [www.umaryland.edu/eumb/training/etstrain/](http://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).
Header shows employee’s name, schedule and job information

Leave Balance/Workflow Inquiry

Optional field for employee comments

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.
EmpId: 013974-0
Schedule: M/F/T/W/Tu/Fh/F8
Empl Class: 20 - Non Exempt Regular
Department: 10207022 - HIV Clinical
DMision
Standard Hours: 40
Pay Period: 11-17

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.

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.

Employee Email Address: creditt@umbi.umd.edu
Primary Supervisor: Steinberg, Sarah E.