**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.

**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 despite 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 questions involving either electronic timesheet procedures or departmental policies, please contact your department’s Payroll Representative.

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

**Electronic Timesheet Guide**

**Exempt Employees**

**What ETS Means for You**
Electronic Timesheets for Exempt Employees means that your time and leave will now be:
- Enterable from any computer with an Internet connection.
- Enterable for up to six pay periods into the future.
- Correctible 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/](http://www.umaryland.edu/).
- Click the red myUMB (Portal) link in the right-hand column.
- Login to the Portal with your myUMB ID or EMPL ID number and password.
- Links are provided for setup/recovery of your Portal password if necessary.
**Tips on Entering Timesheet Data:**

- **Total Hours Worked** should equal your assigned schedule.
- Be careful not to designate the same hours on a given day as both regular work and leave time.
- Click any “+” sign to add a line for a leave type that’s not initially shown—such as WRS or ADMS.