

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).

University of Maryland Baltimore



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/>.
- 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.

Header displays employee's name, schedule and pay information as of the last day of the reporting pay period.

Shows leave earned/taken by "As of" dates

Shows where your timesheet is in the submission/approval cycle

Both **Mark for Deletion** and **Corrected** checkboxes create a *replacement* timesheet. Use only upon advice of your supervisor.

Status—indicates the timesheet's present stage of processing:

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

Leave Balance Workflow Inquiry

**University of Maryland, Baltimore
EXEMPT EMPLOYEE TIMESHEET**

Name: Botvin, Brook A.	Schedule: M8/T8/W8/Th8:F8	Empl Class: 33 - Exempt - Regular
Emplid: 001858 - 0	%FTE: 100	From: 01-31-10 To: 02-13-10
Department: 07100000 CITS Operations	Standard Hours: 40	Pay Period: 10-17

Warnings/Edits

Mark for Deletion?

Corrected

Status: **Not Submitted**

UMB MESSAGE
Employees enrolled in the United Concordia dental plan will receive a letter 60 days before their dependent turns age 18 stating their dependent is no longer eligible for coverage. Please disregard. Dependents can stay on plan until age 25.

	TRC	Sun 01/31	Mon 02/01	Tue 02/02	Wed 02/03	Thu 02/04	Fri 02/05	Sat 02/06	Sun 02/07	Mon 02/08	Tue 02/09	Wed 02/10	Thu 02/11	Fri 02/12	Sat 02/13	Total
Regular	RGS		8.00		8.00	6.00	8.00			8.00	8.00	8.00	8.00	8.00		70.00

UMB Message—when used, will display reminders / warnings from Payroll Dept. to all employees.

PAID LEAVE

Apply Schedule

Annual	VCS															0.00	+	-
Holiday	HLS															0.00	+	-
Personal	PRS															0.00	+	-
Sick	SCS					2.00										2.00	+	-
Other Paid Leave	WRS			8.00												8.00	+	-
Total Hours Worked			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00		80.00		

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.

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
02/04/10 Eye Doctor Appointment

Save As Draft Apply Edits

Correct Timesheet Submit

Employee Email Address: bbotvin@umaryland.edu

Primary Supervisor: Smith, Michael D.

[Back to My UMB Personal Information](#)

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Comment Text—Optional field for employee comments in reference to any entries on the timesheet.

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.