

ELECTRONIC TIMESHEET  
QUICK STEPS  
FOR FWS STUDENTS

Log In to My UM Portal

<https://myumb.umaryland.edu/psp/paprod/?cmd=login>

Click on the tab

My UM Employee Self Service

Click

My Non-Exempt Timesheet

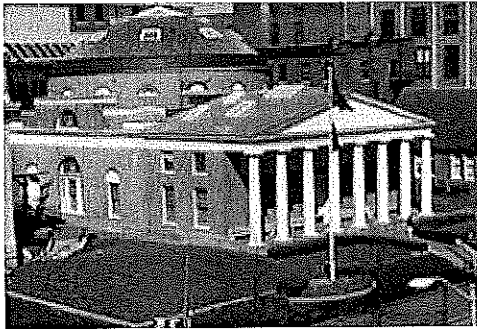
Click

Add a New Value

Click

Add

You should see your FWS timesheet



UMID



Password

CITS will never ask you to put your password into an email message, but scammers will. Do not share your password with others.

[First Time User, Setup Your Password](#)[Forgot Your Password](#)[New to the MyUM Portal? View the tutorial](#)

Don't know your UMID? click [here](#)

[Manage your UMB Account](#)

[Campus Home Page](#)

#### NOTICE CONCERNING COMPUTER USE AND MONITORING

This system is for authorized users only. The Maryland Code, Criminal Law Article, Section 7-302 and Section 8-606 prohibit unauthorized access to computers and public records. Violation may result in a criminal conviction and imprisonment not exceeding 3 years or a fine not exceeding \$ 1,000 or both. Anyone using this system expressly consents to having their use of the system monitored and recorded by system personnel. If such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring and recording to law enforcement officials and your account may be deactivated. Use of UMB computers and computing resources must comply with the [UMB IT Acceptable Use Policy](#).

[Whistleblower Hotline](#)



2017.07.03

1:48 PM

PAPROD

[Home](#) [Sign out](#)

[My Page](#) [My UMB Employee Self Service](#) [My UMB eTravel Self Service](#) [My UMB ePAF Self Service](#)

My Links

[Personalize](#) [Content](#) [Layout](#)

My UMB Employee Self Service

### My UMB Information and Tasks

#### Timesheet Tasks Information



[My Exempt/Faculty Timesheet](#)

Enter or Review your Timesheet



[My Timesheet Profile](#)

View your Timesheet Profile



[Approve Timesheets](#)

Approve Timesheets



[My Timesheet History](#)

Access your old timesheet

#### Personal Information



[My Personal Information](#)

My Personal Information Summary



[Additional HR Self Service Resources](#)

For Name Change, Healthcare etc, visit HR Services website

#### Pay Related Information



[My UM Leave Balances](#)

Inquire your Leave Balances



[My Furlough / Salary Reduction Info](#)

Review your Furlough/Salary Reduction Schedule



[CPB Payroll Service Center](#)

Inquire Pay Stubs, Direct Deposit, Check Address, W-4:

[Whistleblower Hotline](#)

### UMB Exempt/Faculty Timesheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

#### Search Criteria


End Date:    
Timesheet Status:



[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Find an Existing Value | [Add a New Value](#)

UMB Exempt/Faculty Timesheet

Find an Existing Value | Add a New Value

End Date:  

 Add 

Find an Existing Value | Add a New Value

[Non-Exempt TimeSheet](#) | [Leave Balance](#) | [Workflow Inquiry](#)

[New Window](#) | [Help](#) | [Personalize Page](#) | [http](#)

**University of Maryland, Baltimore**  
**NON-EXEMPT / STUDENT TIMESHEET**

Name: ;	Schedule:	Empl Class: 16W - Hrlly Stud WS Graduate
Emplid:	%FTE: 50	From: 05-28-17 To: 06-10-17
Department: 04303000 OAA Scholarships/Financial Aid	Standard Hours: 20	Pay Period: 17-25

Warnings/Errors

Mark for Deletion?:   
Corrected:   
Status: Submitted

**UMB MESSAGE**

[Report/View In Out Time](#)

[Report/View Additional In/Out Time](#)

[Report/View Additional In/Out Time](#)

	Time Reporting Code	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Sat 06/03	Sun 06/04	Mon 06/05	Tue 06/06	Wed 06/07	Thu 06/08	Fri 06/09	Sat 06/10	Total
Regular	RGH									3.00	3.00	2.50				8.50

**PAID LEAVE**

	Code	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Sat 06/03	Sun 06/04	Mon 06/05	Tue 06/06	Wed 06/07	Thu 06/08	Fri 06/09	Sat 06/10	Total
Vacation	VCH															0.00
Holiday	HLH															0.00
Personal	PRH															0.00
Sick	SCH															0.00

**Shift/Over Time/On Call/Comp Time/Regular Unscheduled Hours**

	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Sat 06/03	Sun 06/04	Mon 06/05	Tue 06/06	Wed 06/07	Thu 06/08	Fri 06/09	Sat 06/10	Total
															0.00

<b>Total Hours</b>										3.00	3.00	2.50			8.50
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**UNPAID LEAVE**

	Sun 05/28	Mon 05/29	Tue 05/30	Wed 05/31	Thu 06/01	Fri 06/02	Sat 06/03	Sun 06/04	Mon 06/05	Tue 06/06	Wed 06/07	Thu 06/08	Fri 06/09	Sat 06/10	Total
UnPaid Leave															0.00

[Personalize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

Save As Draft	Apply Edits	Employee Email Address: <input type="text"/>
Correct Timesheet	Submit	

Primary Supervisor:

[Return to Search](#) | [Notify](#)

[Non-Exempt TimeSheet](#) | [Leave Balance](#) | [Workflow Inquiry](#)