

ELECTRONIC TIMESHEET
QUICK STEPS
FOR FWS SUPERVISORS

Log In to My UM Portal

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

Click on the tab

My UM Employee Self Service

Click

Approve Electronic Timesheets

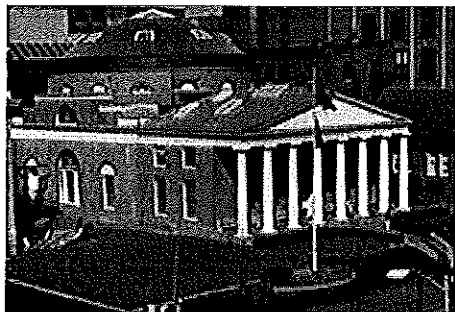
Click

Fetch

List of employee timesheets should show

- Approve (timesheets that are correct)
- Recycle (problem timesheets back to student for correction)

Save



myUMID: 
Password:

[First Time User, Setup Your Password](#)

[Forgot Your Password](#)

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

[Manage your myUM Account](#)

[Campus Home Page](#)

NOTICE CONCERNING COMPUTER USE AND MONITORING

Use of UM computers and computing resources must comply with the [UM IT Acceptable Use Policy](#). UM may monitor your use of UM networks, computer accounts and other activity. Policies issued by [UM schools](#) and [departments](#) may also apply to use of UM computing resources. Use of UM computers and computing resources is subject to [UM guidelines on collection of personal information](#) and applicable provisions of federal and state law, including [HIPAA](#), [FERPA](#), the [Maryland Public Information Act](#), and Maryland criminal law prohibiting [unauthorized access to computers](#) and [false entries in public records](#).



2012.09.25:38 AM

003479

PAPROD

Yvette Gregory

Home Sign out

My Page

My UM Employee Self Service

mySSW

My Links Select One:

Personalize Content Layout

Enterprise Menu

- Worklist
- Effort Reporting System (ERS)
- UMBiz
- eUM HRMS
- eForms Home Page
- UPK Tutorials - Browser
- UPK Tutorials - HTML
- Update myStudent Info
- Faculty & Staff Links
- Student Links
- UM Directory
- iTunes U (Public)
- UM One Card
- Lookup UM Bar Code
- Change Password
- Manage myUM Account

eUM News

UPDATED Payroll Calendar (9/20/12)

Revised August Close Date:
September 11 (08/29/12)

UPDATED Financial Calendar (08/29/12)

RESOLVED: Year End Processing Problem with PP12-27

RAVEN Download Enhancement and Financials Security Views

UPDATED: Departmental Payroll Calendar (05/12)

Need To View Your PO Encumbrance Balances? (06/13/08)

Having trouble finding NEW PROJECT IDs? Click here! (02/20/2008)

Workflow Inquiry Page -Tracking Requisitions (10/02/2007)

Campus HR News

There are currently no news

UM Campus Alerts

There are no Campus emergencies at this time.

Click [HERE](#) to sign up for UMB Alerts

IT Alerts

There are currently no news articles available.

Campus Calendar

Campus Events (view full calendar details)

Title: University Farmers Market
Date: 09/25/2012 to 09/25/2012
Time: 10:00 AM - 2:30 PM

UM eForms Alerts

You currently have no eForm(s) that require your approval.

UM Search

Search Search Where? For Enter Search Text

UM Application Sign

Click the "Customize" icon above to add/remove links

SIMS

UM Email Systems

Click the "Customize" icon above to add/remove links

umaryland.edu

Campus News

Social Work Students Travel to Nigeria to Observe IHVN Research
An innovative global disparities course enables groups from two USM campuses to learn techniques of psychosocial research involving HIV/AIDS care.

Big Pharma, FDA Leaders Call for Big Strides in Regulatory Science
The Center of Excellence in Regulatory Science and Innovation taps researchers at UM Baltimore and College Park campuses to make a difference.

School of Nursing Participating in Pioneering Effort to Improve Health Care in Rwanda
The School is one of 13 top U.S. institutions of higher learning chosen for this unprecedented effort.

University of Maryland Study Suggests Neonatal Cardiac Stem Cells May Help Mend Children's Broken Hearts
Cardiac stem cells from newborns show stronger regenerative ability than adult stem cells.

Global Health Interdisciplinary Project Returns From Malawi After



2012.09.25 9:30 AM

003479

PAPROD

Yvette Gregory

Home

[My Page](#) [My UM Employee Self Service](#) [mySSW](#)[My Links](#) [Self](#)[Personalize](#) [Content](#) [Layout](#)

My UM Employee Info and Tasks

My UM Information and Tasks

Timesheet Tasks and Information



Enter Timesheet Data
Enter or Review your Timesheet
[My UM Exempt Timesheet](#)



My Timesheet Profile
View your Timesheet Profile
[My Timesheet Profile](#)



Approve Electronic Timesheets
Approve Electronic Timesheets
[Approve Timesheets](#)

Pay Related Information



Leave Balances
Inquire your Leave Balances
[My UM Leave Balances](#)



Furlough / Salary Reduction Schedule
Review your Furlough/Salary Reduction Schedule
[My Furlough / Salary Reduction Info](#)



Paycheck Information
Inquire Pay Status, Direct Deposit, Check Address, W-4
[CPB Payroll Service Center](#)

Personal Information



Campus Information
Update Title, Email Address, Phone#, Location etc
[My UM Campus Information](#)



Emergency Contacts
Review and update your emergency contacts.
[My Emergency Contacts](#)



Home Address
Review and update your home address
[My Home Address](#)



Contact HR Services
For Name Change, Healthcare etc, Visit HR Services website
[Additional HR Self Service Resources](#)

My UM eForms Self Service

Electronic Form (eForm) Home Page



My Worklist
Work the items that have been routed to you.



Start an eForm
Start a new electronic form (eForm).



Resubmit, Change, or Withdraw an eForm
Make changes to an eForm that has been recycled or needs to be updated. Only forms that have not had final approval or been processed into the system will be accessible.



Evaluate an eForm
Evaluate an eForm that has been routed to you for approval. Only forms awaiting your approval will be accessible. This page will allow you to search for a specific eForm.



View an eForm
View a recently submitted eForm, including information about its handling so far. This is a read-only view.



Hotline

[Home](#) > [Self Service](#) > [Manager](#) > [Tasks](#) > **UMB Approve Timesheet**[New Window](#)

Time To Approve Time Not Submitted Time Approved

Current Time Approval Pay Period is: 12-15 [01/01/2012 to 01/14/2012]

For TL-Initiators the Time Appro

Search Criteria

Department: EmplID: Empl Group: Supervisor:

Sort Order: ☒ Employee Name ☐ Employee ID ☐ Dept ID ☐ Primary Supervisor

Fetch

Select All for Approval Deselect All for Approval

Employee Time to Approve

Employee Name	EmplID	#	Pay Period	Empl Group	Timesheet Status	Corr?	Pay Period Total	Approve	Recycle	Comments	TRC Total	TRC	Des
		0					0.00			Comments	0.00		

[Back to My UM Information and Tasks](#)[UMB ETS Statistics](#)

Save

Time To Approve Time Not Submitted Time Approved

Current Time Approval Pay Period is: 13-06 [09/09/2012 to 09/22/2012]

For TL-Initiators the Time Appr

Search Criteria

Department: EmplID: Empl Group: Supervisor:

Sort Order: ☒ Employee Name ☐ Employee ID ☐ Dept ID ☐ Primary Supervisor

Fetch

Select All for Approval

Deselect All for Approval

Employee Time to Approve

Employee Name	EmplID	#	Pay Period	Empl Group	Timesheet Status	Corr?	Pay Period Total	Approve	Recycle	Comments	TRC Total	TR
Hamblin, Sharon A.	023238	0	13-04	NEX	Submitted	N	20.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Comments	20.00	RG
Abraham, Jonah E.	022233	0	13-06	NEX	SPRV-Aprvd	N	20.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Comments	20.00	RG
Agemilayi, Oluwadamilola	023625	0	13-06	NEX	SPRV-Aprvd	N	22.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	22.00	RG
Afrano, Mary	023444	0	13-06	NEX	SPRV-Aprvd	N	19.50	<input type="checkbox"/>	<input type="checkbox"/>	Comments	19.50	RG
Alexander, Gillian B.	020251	0	13-06	NEX	SPRV-Aprvd	N	40.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	40.00	RG
Ali, Wardah	023503	0	13-06	NEX	SPRV-Aprvd	N	4.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	4.00	RG
Badamas, Rilwan O.	021309	0	13-06	NEX	SPRV-Aprvd	N	17.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	17.00	RG
Bali, Banafsher M.	023372	0	13-06	NEX	SPRV-Aprvd	N	40.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	40.00	RG
Beento, Erica Marie	020938	1	13-06	NEX	Submitted	N	10.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	10.00	RG
Blank, Derek E.	021448	0	13-06	NEX	SPRV-Aprvd	N	32.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	32.00	RG
Blattner, Trevor C.	020031	0	13-06	NEX	SPRV-Aprvd	N	40.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	40.00	RG
Bochko, Heather J.	023149	0	13-06	NEX	Submitted	N	2.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	2.00	RG
Bozalovong, Jacqueline	023763	0	13-06	NEX	SPRV-Aprvd	N	22.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	22.00	RG
Bracciole, Lauren N.	022956	0	13-06	NEX	Submitted	N	15.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	15.00	RG
Buchanan, Elizabeth H.	008547	1	13-06	NEX	SPRV-Aprvd	N	25.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	25.00	RG
Buechler, Lacey N.	023056	0	13-06	NEX	SPRV-Aprvd	N	21.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	21.00	RG
Bui, Maria T.	022708	0	13-04	NEX	Submitted	N	40.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	40.00	RG
Bui, Maria T.	022708	0	13-05	NEX	Submitted	N	40.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	40.00	RG
Bush, Leah M.	023150	0	13-06	NEX	Submitted	N	2.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	2.00	RG
Cady, Sarah E.	023733	0	13-06	NEX	Submitted	N	10.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	10.00	RG
Canelo, Nidia	022426	0	13-06	NEX	Submitted	N	21.00	<input type="checkbox"/>	<input type="checkbox"/>	Comments	21.00	RG