ELECTRONIC TIMESHEET
QUICK STEPS
FOR FWS STUDENTS

Log in to MyUMB Portal
(Click on MYUMB) https://www.umaryland.edu/

Click on the widget for Non-Exempt Timesheet

Click Add a New Value
Enter the end date for the pay period (The current pay period end date will auto populate)

Click Add

You are now at FWS Timesheet to record worked hours
What is the UMID?

The UMID is a common ID that enables you to access many campus applications with the same username and password.

Learn more about the UMID.

Multi-Factor Authentication

Your UMID and password require Multi-Factor Authentication (MFA) while both on campus and off campus.

Learn more about MFA.
For Non-Exempt Student Employees, the link will state **Non-Exempt Timesheet**
Click “Add a New Value” to enter a timesheet for the first time; click “Find an Existing Value” to make changes to an existing timesheet.

Enter Pay Period End Date

Then click “Add”
For each day you worked, enter total hours.

| Description | Time Reporting Code | Sun 07/17 | Mon 07/18 | Tue 07/19 | Wed 07/20 | Thu 07/21 | Fri 07/22 | Sat 07/23 | Sun 07/24 | Mon 07/25 | Tue 07/26 | Wed 07/27 | Thu 07/28 | Fri 07/29 | Sat 07/30 | Total Hours | Overrde Reason Code |
|-------------|---------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|---------------------|
| Regular Duty Days | | | | | | | | | | | | | | | | | |

Click “Submit” when complete.

Student employees may not exceed reporting 10 hours per day or exceed 20 hours per week.