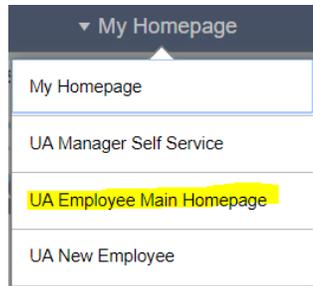


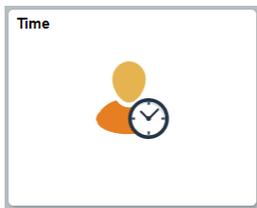
Reporting Time Worked

For Non-Exempt (Hourly) Employees

1. Go to UAccess Employee: <https://uaccess.arizona.edu/>
 - a. Log in using your NetID/password
2. Click on UA Employee Main Homepage.
 - a. May automatically come up for you



3. Click on the Time tile



4. Next choose Enter Time tile



- a. Note: dates and reported hours will vary on this tile
5. Here you will report the hours you work per day.
 - a. Please ensure you are putting the correct hours on the correct calendar day.
 - b. You will report the total hours worked. Example: 8 for 8 hours

Week 1 of 2							
Scheduled 0.00 Reported 16.00							
Time Reporting Code / Time Details	Monday 15	Tuesday 16	Wednesday 17	Thursday 18	Friday 19	Saturday 20	Sunday 21
	Reported 0	Reported 2	Reported 6	Reported 0	Reported 0	Reported 0	Reported 0
	8.000	2.000	6.000				

- c. In the *Time Reporting Code* drop down:
 - i. If you are reporting time worked you will choose “Regular”, Students will choose “Student Pay”
 - ii. If you are using Vacation you will choose “VTE-Vacation Taken”
 - iii. If you are using Sick you will choose “STE- Sick Taken”
- d. **Note:** Student Workers are not eligible for sick or vacation time (paid time off). Only full Benefits Eligible employees accrue vacation and sick time. If you do not submit your timesheet by the payroll deadline you will have a paycheck delay in payment.
- e. To change the week to enter time, click on the arrows around Week in the green bar:



- f. To change the pay period to enter time, click on the arrows around the date, top center of the page:



- 6. Submit your Timesheet to route for approval.



- a. Once you submit, you will get confirmation at the top of the page in a green bar.