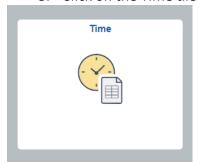
Reporting Time Worked

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



- c. In the *Time Reporting Code (circled above in red)* 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 at the top left of the page:



f. You now have the option to view your timesheet by pay period or by week. At the top right corner you can toggle between the two options.



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.