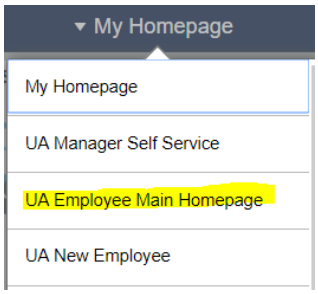
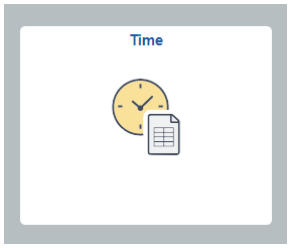
Reporting Time Worked

For Exempt (Salary) Employees

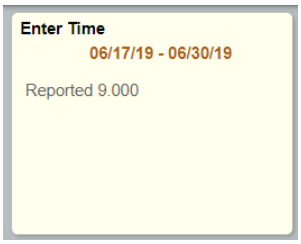
1. Go to UAccess Employee: https://uaccess.arizona.edu/
    a. Log in using your NetID/password
2. Click on UA Employee Main Homepage (center, top of the page drop down).
    a. May automatically come up for you



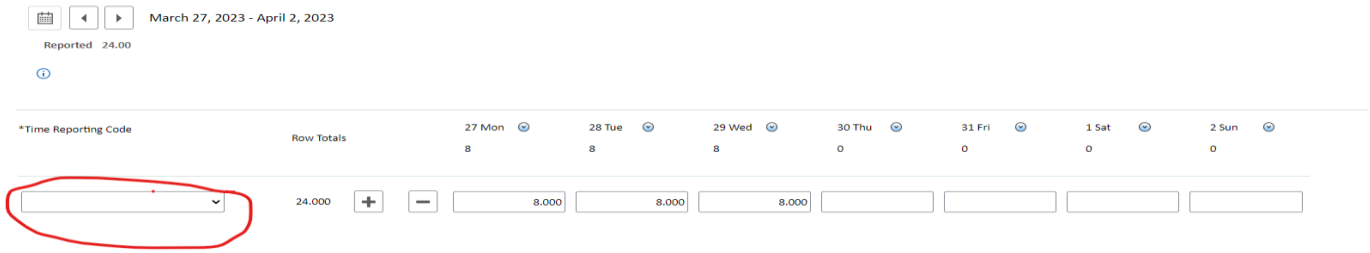
3. Click on the Time tile



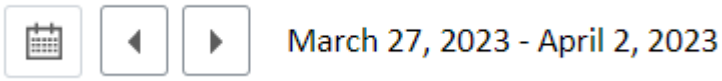
4. Next choose Enter Time tile



    a. Note: dates and reported hours will vary on this tile
5. Here you will see your timesheet by week.
    a. If you did not take any vacation or sick time during the pay period you will add 1 hour to the first day of the pay period. In the Time Reporting Code/Time Details menu (circled in red) you will choose “PAW-Presence at Work”

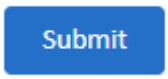


b. If you are using Vacation you will choose “VTE-Vacation Taken” and put the number of hours on the particular calendar you took off
c. If you are using Sick you will choose “STE- Sick Taken” and put the number of hours like vacation above.
    i. **Note:** Only Full Benefits Eligible employees will accrue vacation and sick time.
d. Ensure your PAW, Vacation and Sick are separate lines on the timesheet
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 drop down menu in the top right corner:

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.