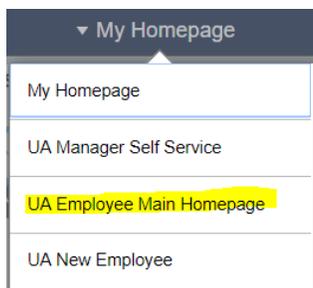


Reporting Time Worked

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 you will choose "PAW-Presence at Work"
 - i. You only need to put 1 hour on one week, it will count for the whole pay period.

◀ Week 1 of 2 ▶ Reported 9.00							
Time Reporting Code / Time Details	Monday 17	Tuesday 18	Wednesday 19	Thursday 20	Friday 21	Saturday 22	Sunday 23
	Reported 1	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0	Reported 0
PAW - Presence at Work	1.000						

- 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:

◀ **Week 2 of 2** ▶
Reported 0.00

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

◀ **17 June - 30 June 2019** ▶
BiWeekly Period
Reported 9.00

6. Submit your Timesheet to route for approval.

Submit

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