

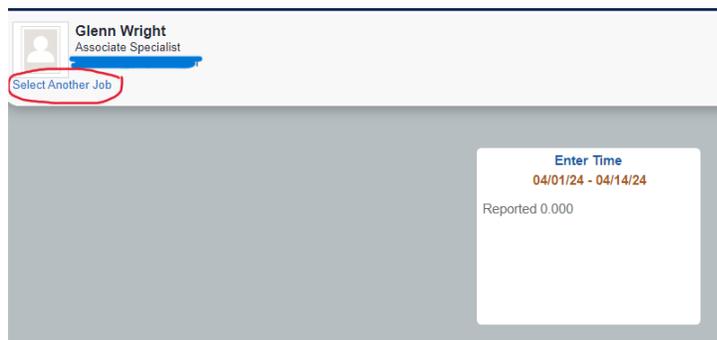
Reporting Time Worked

For Non-Exempt (Hourly) Employees

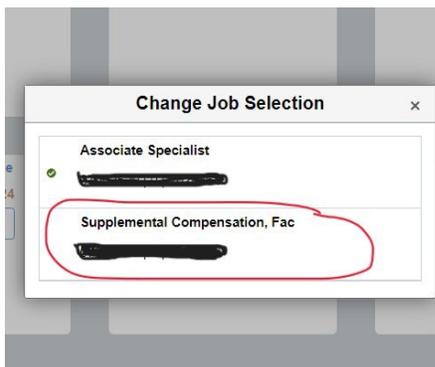
1. Go to UAccess Employee: <https://uaccess.arizona.edu/>
 - a. Log in using your NetID/password
2. Click on UA Employee Main Homepage.
 - a. May automatically come up for you



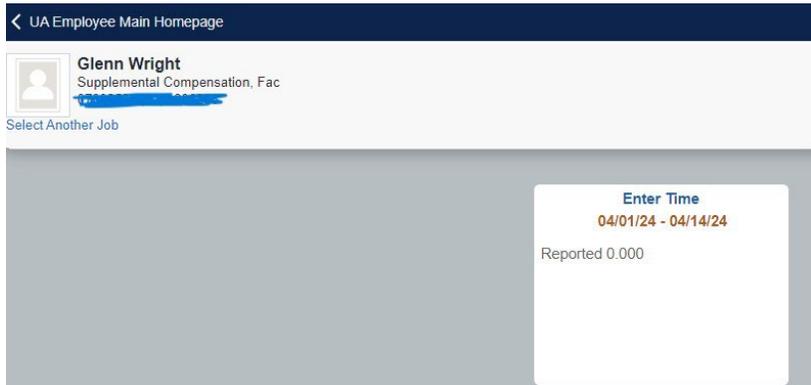
3. Next you will choose the correct time sheet. On the top left corner next to your name there will be an option that will say [Select Another Job](#)



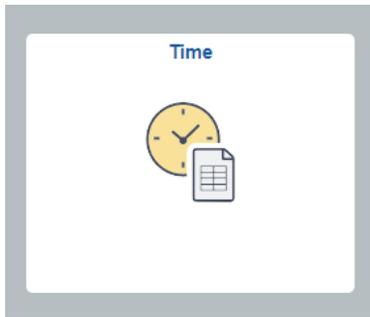
4. A Change Job Selection Window will pop up and you will choose the Supplemental Compensation option.



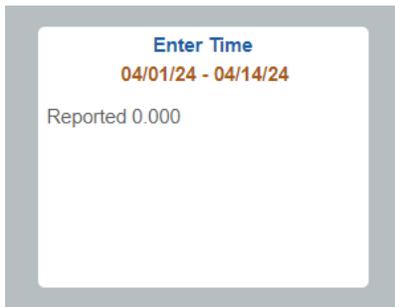
5. Once you are in the correct Job check the top left corner to ensure it says Supplemental Compensation under your name



6. Click on the Time tile



7. Next choose Enter Time tile



- a. Note: dates and reported hours will vary on this tile

8. 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

March 27, 2023 - April 2, 2023

Reported 24.00

*Time Reporting Code	Row Totals	27 Mon	28 Tue	29 Wed	30 Thu	31 Fri	1 Sat	2 Sun
	24.000	8	8	8	0	0	0	0
		8.000	8.000	8.000				

- c. In the *Time Reporting Code* (circled above in *red*) drop down:
- You will choose SUP – Supplemental Compensatio

SUP - Supplemental Compensator ▼

- d. To change the week to enter time, click on the arrows at the top left of the page:

   March 27, 2023 - April 2, 2023

- e. 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.

*View By Weekly ▼

9. 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.