All employees at the University of Arizona are Time Reporters in UAccess Employee. All Time Reporters are required to report information regarding time worked and/or leave time taken. There are two kinds of Time Reporters.

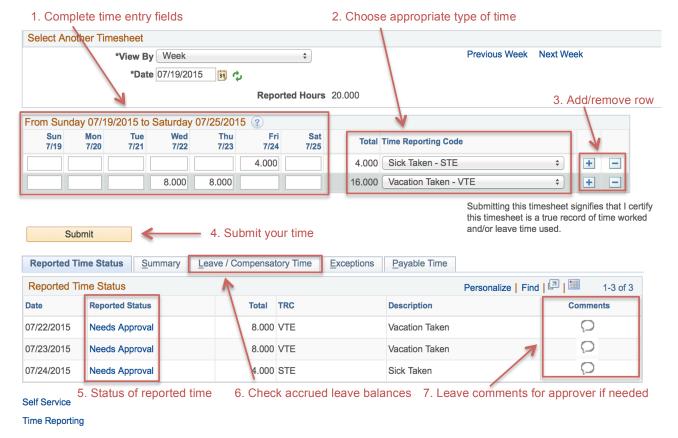| Positive Time Reporters	Exception Time Reporters
Hourly (non-exempt) employees are referred to as Positive Time Reporters. Positive Time Reporters *must report their time and submit a timesheet in order to be paid*. The timesheet includes regular time and may also include leave time.	Salaried (exempt) employees are referred to as Exception Time Reporters. Exception Time Reporters only file a timesheet when they take time off work.

Log in to UAccess Employee:
1. Navigate to http://uaccess.arizona.edu.
2. Click the Employee / Manager Self Service link under the UAccess Employee heading.
3. Sign in with your NetID and Password.

Access the Timesheet:
1. Click the Main Menu link.
2. Navigate to Self Service > Time Reporting > Report Time > Timesheet.
   Note: You can use the Favorites menu to access the timesheet in the future—either through the Recently Used section or by adding it to your Favorites.

After entering time, you must click the Save & Submit button for your time to be visible to your time approver.

1. Complete time entry fields
2. Choose appropriate type of time
3. Add/remove row
4. Submit your time
5. Status of reported time
6. Check accrued leave balances
7. Leave comments for approver if needed

Self Service

Time Reporting

Frequently Asked Questions

Q. *How will I know if my time has not been approved?*
A. You can check the status of your reported time directly on your timesheet. Your time approver should notify you directly if they decide not to approve your time. Once notified, you must fix your timesheet and communicate with your time approver that you have done so to get your time approved.

Q. *Why can't I see my timesheet?*
A. If you are a new employee, you will not have access to your timesheet until these three conditions have been met:
1. Your start date has been reached
2. Your employee status is **Active**
3. Enough time has passed (in some cases, up to 24 hours) since your first login to UAccess Employee.

   There are a variety of other reasons why your timesheet might not be available. You should direct concerns about your timesheet to your time approver.

Q. *Do I have to report my time daily?*
A. If you are a Positive Time Reporter you must report hours for each day worked. If you are an Exception Time Reporter you only report daily hours for all leave time, such as vacation, sick, or jury duty. In an effort to ensure accurate reporting it is the University's policy that you report time at the end of each day worked.

Q. *Can I submit my time in advance?*
A. You can submit leave time up to six pay periods in advance.

Q. *Can I fix my time if I make an error?*
A. Yes. You may make adjustments to your current timesheet and to the two preceding timesheets. Be sure to alert your time approver when doing so.

Q. *What if I have more than one job on campus?*
A. You will have a timesheet for each job. When you access your timesheet, you will see an intermediary page that lets you choose the job for which you are reporting time.

Q. *What is PAW?*
A. Some Exception Time Reporters are required to report Presence At Work (PAW). To learn more about reporting PAW refer to the online tutorial *Reporting Presence At Work (PAW)* (http://employee.tutorials.arizona.edu).

Q. *Will I get a reminder email to fill out my time sheet?*
A. Yes. All Time Reporters will get a reminder email the week time is due.

References and Resources
- UAccess Learning: https://learning.uaccess.arizona.edu (search for *time reporting*)
- UITS Workshop & Training Team: http://workshops.arizona.edu or uitsworkshopteam@list.arizona.edu
- 24/7 IT Support Center: 520-626-8324 or http://247.arizona.edu
- UAccess Community: http://community.uaccess.arizona.edu