

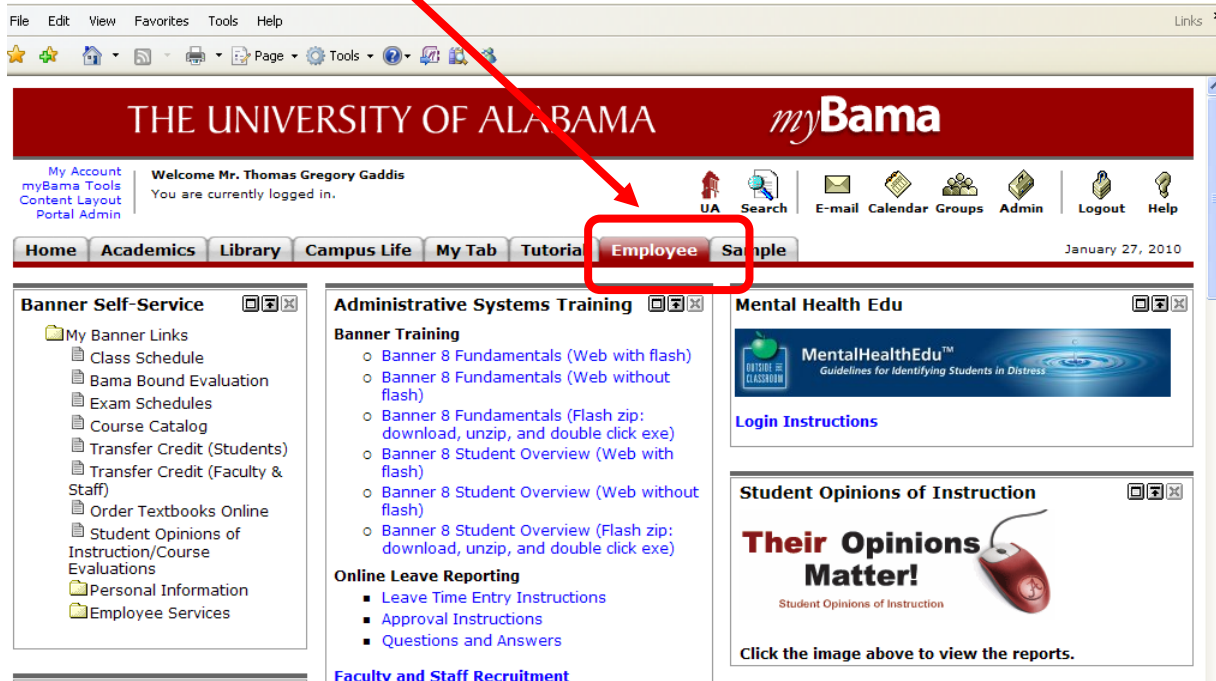


Timesheet Entry Users Guide

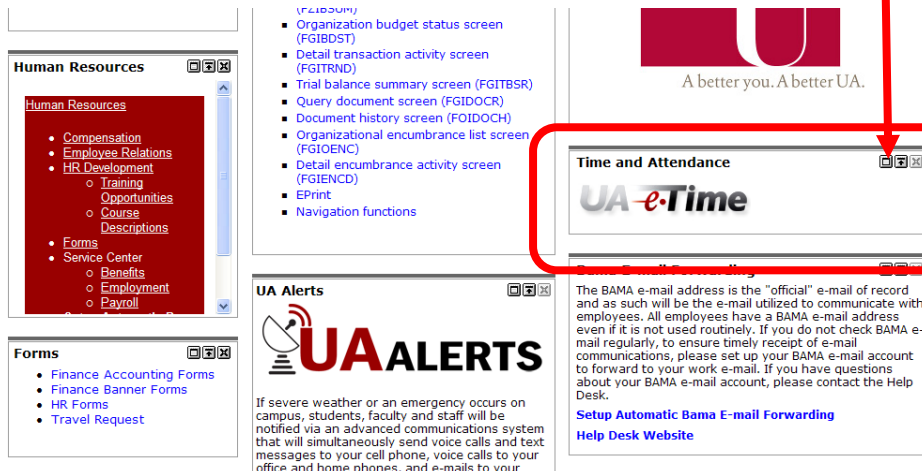
Web Clock Time Entry – Users Guide

“Clock In” for the Day

1. Log into MyBama
2. Click the Employee Tab



3. Scroll down until you see  in the right column. Click on the icon.



- Your Timesheet for the current period will be displayed. Select the day to enter to record your time either by clicking the date from the pay period.

UA Time & Time Home ? Help My Time Entry: Allen, Logged in as Allen, Sheila B Log Off

04/18/2010 - 05/01/2010 Save More List View

Timesheet Schedule

S M T W T F S S M T W T F S Apr 20, 2010
18 19 20 21 22 23 24 25 26 27 28 29 30 1

| Date | Pay Code | Clock Pay Code | Hours | Start Time | End Time | Amount | Comments | Total |
|-----------|------------|----------------|-------|------------|----------|--------|----------|-------|
| Sun 04/18 | Clock Time | | | | | | | |
| Mon 04/19 | Clock Time | | | | | | | |
| Tue 04/20 | Clock Time | | | | | | | |
| Wed 04/21 | Clock Time | | | | | | | |
| Thu 04/22 | Clock Time | | | | | | | |
| Fri 04/23 | Clock Time | | | | | | | |
| Sat 04/24 | Clock Time | | | | | | | |
| | | | | | | 0.00 | | 0.00 |

Exceptions Timesheet Prev... Time Off Balances FMLA Military Detail

Assignment Pay Code Banner Code Shift Hours Amount Comments

- Tab to the "Start Time" column and enter the time of day you got to work. Tab to the "End Time" column and enter the time you left for the day. Do this for each day you work in the pay week. Click "Save" to save your changes.

UA Time & Time Home ? Help My Time Entry: Allen, Logged in as Allen, Sheila B Log Off

01/24/2010 - 01/30/2010 Save More List View

Timesheet Schedule

S M T W T F S S M T W T F S Jan 27, 2010
24 25 26 27 28 29 30 31 1 2 3 4 5 6

| Date | Pay Code | Clock Pay Code | Hours | Start Time | End Time | Amount | Comments | Total |
|-----------|------------|----------------|-------|------------|----------|--------|----------|-------|
| Sun 01/24 | Clock Time | | | | | | | |
| Mon 01/25 | Clock Time | | | | | | | |
| Tue 01/26 | Clock Time | | | | | | | |
| Wed 01/27 | Clock Time | | | 08:15 am | 04:30 pm | | | |
| Thu 01/28 | Clock Time | | | | | | | |
| Fri 01/29 | Clock Time | | | | | | | |
| Sat 01/30 | Clock Time | | | | | | | |
| | | | | | | 0.00 | | 0.00 |

Exceptions Timesheet Preview Time Off Balances FMLA Military Detail

This information may be out of date. [Click to reload](#)

Date Exception Message Severity Action Required

- Your time for each day will be calculated based on your Start Time and End Time and displayed as “Regular” time for each day. The number of yours you have worked in the pay period to date will be displayed in the “Timesheet Preview” tab at the bottom of the timesheet.

Save More List View Data saved.

Timesheet Schedule

S M T W T F S S M T W T F S Jan 27, 2010
 24 25 26 27 28 29 30 31 1 2 3 4 5 6


| Date | Pay Code | Clock Pay Code | Hours | Start Time | End Time | Amount | Comments | Total |
|-----------|-----------------------|----------------|-------|------------|----------|--------|----------|-------|
| Sun 01/24 | Clock Time | | | | | | | |
| Mon 01/25 | Clock Time | | | 08:00 am | 04:45 pm | | | |
| | Regular | | 7.75 | | | | | 7.75 |
| Tue 01/26 | Clock Time | | | 08:00 am | 05:00 pm | | | |
| | Regular | | 8.00 | | | | | 8.00 |
| Wed 01/27 | Clock Time | | | 08:15 am | 04:30 pm | | | |
| | Regular | | 7.25 | | | | | 7.25 |
| Thu 01/28 | Insert after this row | | | | | | | |
| Fri 01/29 | Clock Time | | | | | | | |
| Sat 01/30 | Clock Time | | | | | | | |


Exceptions Timesheet Prev... Time Off Balances FMLA Military Detail

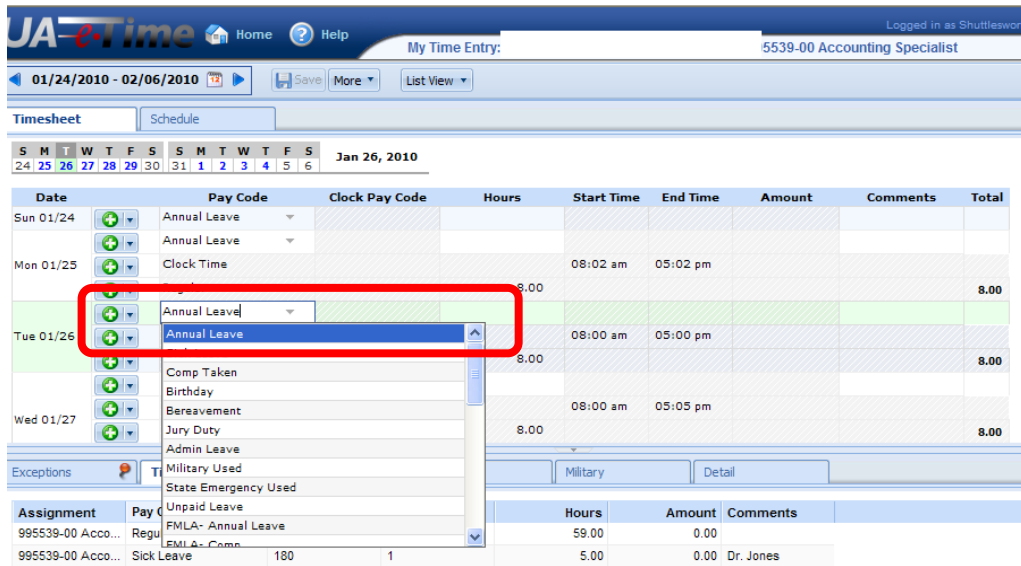
| Assignment | Pay Code | Banner Code | Shift | Hours | Amount | Comments |
|---------------------|----------|-------------|-------|-------|--------|----------|
| 997037-00 Payrol... | Regular | 020 | 1 | 23.00 | 0.00 | |

Total 23.00 0.00

Enter Leave Time to Be Paid

1. Log into UA-eTime from MyBama. Go to the timesheet as explained above.
2. Click  on the day to enter leave time to be paid. This will insert a new timesheet “row” on that day.

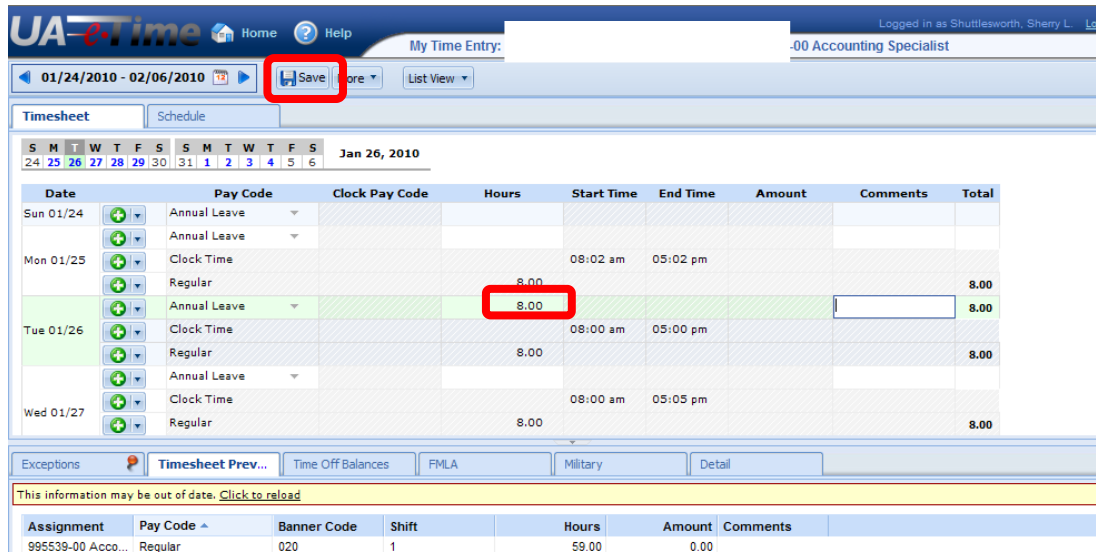
Click the “drop down arrow”  next on the timesheet row just inserted and select the appropriate leave pay code.



| Date | Pay Code | Clock Pay Code | Hours | Start Time | End Time | Amount | Comments | Total |
|-------------------|----------------------|----------------|-------|------------|----------|-----------|----------|-------|
| Sun 01/24 | Annual Leave | | | | | | | |
| Mon 01/25 | Annual Leave | | | | | | | |
| Mon 01/25 | Clock Time | | 8.00 | 08:02 am | 05:02 pm | | | 8.00 |
| Tue 01/26 | Annual Leave | | 8.00 | 08:00 am | 05:00 pm | | | 8.00 |
| Tue 01/26 | Comp Taken | | | | | | | |
| Tue 01/26 | Birthday | | | | | | | |
| Tue 01/26 | Bereavement | | | | | | | |
| Wed 01/27 | Jury Duty | | 8.00 | 08:00 am | 05:05 pm | | | 8.00 |
| Wed 01/27 | Admin Leave | | | | | | | |
| Wed 01/27 | Military Used | | | | | | | |
| Wed 01/27 | State Emergency Used | | | | | | | |
| Assignment | Pay Code | Banner Code | Shift | Hours | Amount | Comments | | |
| 995539-00 Acco... | Regu | | | 59.00 | 0.00 | | | |
| 995539-00 Acco... | Sick Leave | 180 | 1 | 5.00 | 0.00 | Dr. Jones | | |

3. Enter the number of leave hours to be paid in the “Hours” column.

Click  to save your changes.



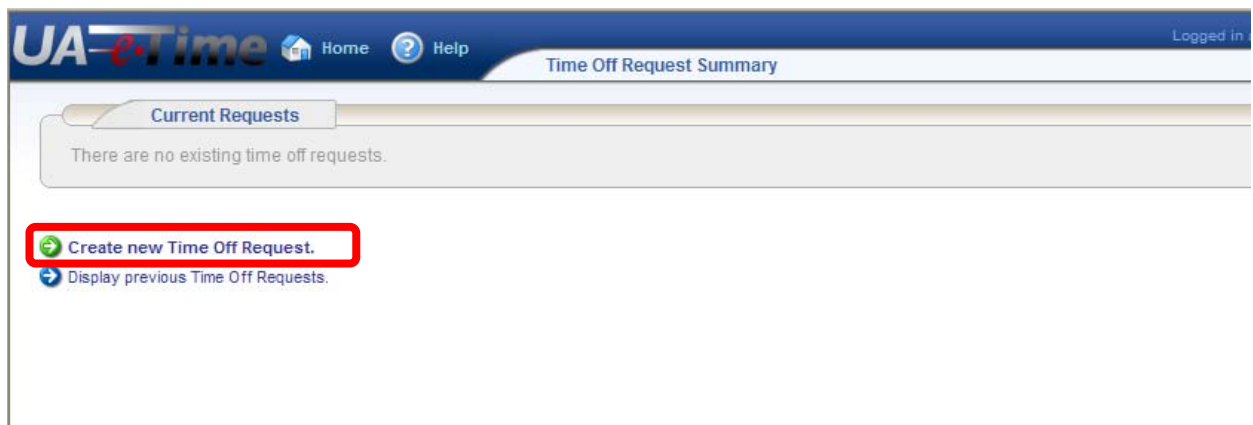
| Date | Pay Code | Clock Pay Code | Hours | Start Time | End Time | Amount | Comments | Total |
|-----------|--------------|----------------|-------|------------|----------|--------|----------|-------|
| Sun 01/24 | Annual Leave | | | | | | | |
| Mon 01/25 | Annual Leave | | | | | | | |
| Mon 01/25 | Clock Time | | 8.00 | 08:02 am | 05:02 pm | | | 8.00 |
| Mon 01/25 | Regular | | | | | | | |
| Tue 01/26 | Annual Leave | | 8.00 | | | | | 8.00 |
| Tue 01/26 | Clock Time | | | 08:00 am | 05:00 pm | | | |
| Tue 01/26 | Regular | | 8.00 | | | | | 8.00 |
| Tue 01/26 | Annual Leave | | | | | | | |
| Wed 01/27 | Clock Time | | | 08:00 am | 05:05 pm | | | |
| Wed 01/27 | Regular | | 8.00 | | | | | 8.00 |

Request Time Off for a Future Pay Period

1. Log on to UA-eTime from MyBama
2. Click the “Home” button
3. Select “Request Time Off”



4. Select “Create new Time Off Request.”



5. Select the leave type from the Paycode dropdown list.
Enter the Start Date for the leave. Enter the End Date for the Leave.
Click “Enter Details for this date range”.

- Enter details for this date range.
- Cancel this Time Off Request.

6. The “Edit Time Off Request Details” page is displayed with your normal daily scheduled hours automatically filled in in the Hours Requested column.
You have the option to change the Paycode and number hours for any day listed.
Click “View and Confirm details for this Time Off Request”

| Action | Date Range | Paycode | Hours Requested |
|--------|------------|--------------|-----------------|
| | Mon 04/12 | Annual Leave | 8.0 |
| | Tue 04/13 | Bereavement | 4.00 |
| | Wed 04/14 | Annual Leave | 8.0 |

- View and confirm details for this Time Off Request.
- Create new Time Off Request.
- Cancel this Time Off Request.

- The Review/Finish Time Off Request page is displayed that shows:
The Leave Request Summary
Your Estimated Leave Balances for the days requested

Request Summary

| Date | Paycode | Hours Requested |
|-----------|--------------|-----------------|
| Mon 04/12 | Annual Leave | 8.0 |
| Tue 04/13 | Bereavement | 4.0 |
| Wed 04/14 | Annual Leave | 8.0 |

Adjusted Bank Balances

| Assignment | Bank Description | Initial Balance | Ending Balance |
|------------------------------------|-------------------------|-----------------|----------------|
| Aggregate Assignment - UA_BIWEEKLY | FMLA Military Available | 1,040.00 | 1,040.00 |
| Aggregate Assignment - UA_BIWEEKLY | Sick Leave | 190.08 | 190.08 |
| Aggregate Assignment - UA_BIWEEKLY | Military Used | 0.00 | 0.00 |

- Scroll to the bottom of the page to:
Enter Comments to Manager about the leave request
Actions to take: Select "Submit this Time Off Request" to your manager
Select "Enter details for this date range" to make changes to the request
Select "Cancel this Time Off Request" do cancel the request.

Comments to Manager

Take daughter to beach

Exceptions

No exceptions.

9. After submitting your time off request the Time Off Summary page will be displayed. When the request is approved by our Manager, the requested time off will be inserted on your timesheet for the days requested.

The screenshot shows the 'Time Off Request Summary' page in the UA Time system. At the top, there is a navigation bar with the UA Time logo, 'Home', and 'Help' links. The user is logged in as 'Shuttlesworth, Sherry L.'. A message box states: 'Your time off request was successfully created.' Below this is a section titled 'Current Requests' containing a table with the following data:

| Action | Employee ID | Approval Status | Employee Name | Assignment Description | Start Date | End Date |
|--------|-------------|-----------------|---------------|--------------------------------------|------------|-----------|
| | | Pending | : | .. (995539-00 Accounting Specialist) | Mon 04/12 | Wed 04/14 |

At the bottom, there are two links: 'Create new Time Off Request.' (with a green plus icon) and 'Display previous Time Off Requests.' (with a blue arrow icon).