Log into My UW Portal & HRS

- Employees at all campuses except Madison will log in to the My UW System Portal at https://my.wisconsin.edu/. Click the Work Record tab can be found on the far right hand side of the page.

- Employees at the Madison campus will log in to the My UW System Portal by visiting my.wisc.edu. Click the Work Record tab.

- To enter time, click on the Timesheet link below the HRS Self Service Links information.

First Time Users:
To login to My UW System Portal, you must have a valid username and password provided by a UW System campus. If you have forgotten your username or password please contact your local campus Help Desk.

Exceptions
Via a process called Time Administration, HRS searches employee timesheets and identifies time entries that need special review. Exceptions mean time entries were identified that needs to be reviewed and resolved before payroll is processed.

- It is up to the supervisor to decide the responsible party for correcting the Exception. The supervisor can correct the Exception or contact the employee to fix the Exception. In either case, Time Administration will need to run again before the time can be approved.

- Whether the supervisor or the employee corrects the exception, Time Administration will keep repeating itself until all the Exceptions have been resolved.

Managing Time for Employees

Approve Payable Time:
- Supervisors are responsible for reviewing and approving Payable Time for his/her employees. Only Payable Time that has been approved can go to Payroll and applied towards an employee’s paycheck.

- An Alternate Approver is assigned to each employee. If the supervisor is unable to approve employee time due to vacation, illness, etc., it is his/her responsibility to notify their back up approver and/or payroll coordinator to approve payable time in the supervisor’s absence.

My UW Portal > Approve Payable Time

Rounding Rules in Time & Labor

<table>
<thead>
<tr>
<th>Time You See (Punch Time in Minutes)</th>
<th>Time Used to Compute Payable Time (HRS Rounded Time - Hundredths)</th>
</tr>
</thead>
<tbody>
<tr>
<td>00 – 7.5</td>
<td>00</td>
</tr>
<tr>
<td>7.5 – 22.5</td>
<td>.25</td>
</tr>
<tr>
<td>22.5 – 37.5</td>
<td>.50</td>
</tr>
<tr>
<td>37.5 – 52.5</td>
<td>.75</td>
</tr>
<tr>
<td>52.5 – 60</td>
<td>1.0</td>
</tr>
</tbody>
</table>

Need Assistance with HRS?
Contact the following individuals:
1. Your Supervisor
2. Your Department Payroll Coordinator

HRS Support Center:
Phone: Toll-free 855-489-7877 or 608-890-1501
Email: servicecenter@sc.wisc.edu
Live Chat: http://kb.wisc.edu/hrs/page.php?id=17972