

Access the Timesheet

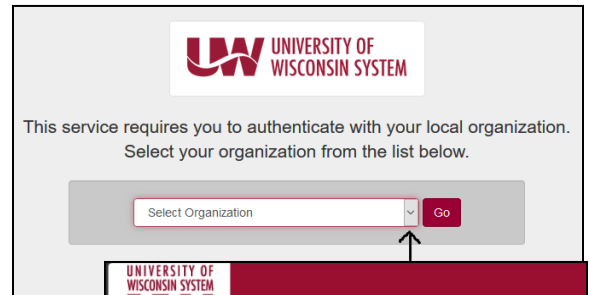
- The timesheet is accessed through your MyUW portal.

NOTE: The Portal can be accessed from anywhere as long as you have Internet service, including your Smart Phone or Tablet.

 - All UW:** Employees can access the MyUW System portal at <https://my.wisconsin.edu/>
 - UW Madison:** Employees can access the MyUW Madison portal at <https://my.wisc.edu/>

- Select your institution from the Organization drop down list.

NOTE: You can check the box to *Remember my selection* to make access easier in the future.

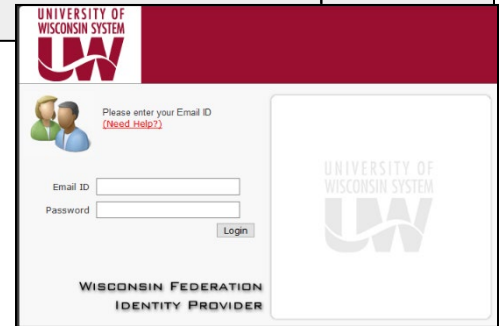
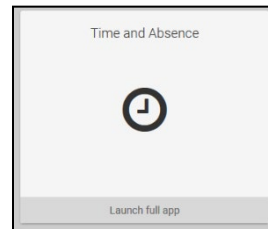


- Click **Go**.

- Enter your [UW Institutional ID username and password](#)

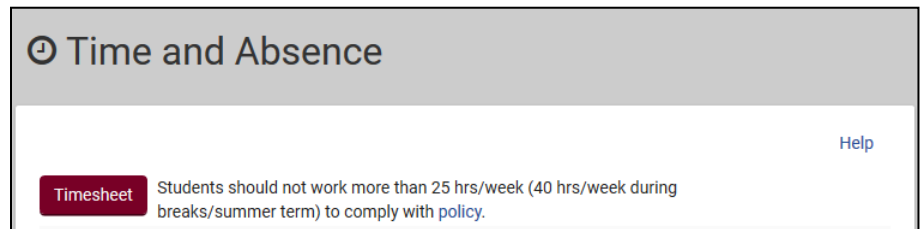
- Click **Login**.

- Click on the **Time and Absence Tile**.





- Click the **Timesheet** button.

NOTE: for additional help on entering time and absences, click the Help link in the upper right of the page.



- If you have multiple jobs, you will see a list of jobs. Click the Job Title to be taken to that timesheet. Use the Job Title, Working Title and Department (found on Select Job tab) to decide which job to pick.

| SALLY STUDENT | | Personalize Find  |
|---|---------------------------|--|
| Time Summary Select Job  | | |
| Job Title | Working Title | |
| STUDENT HELP | ASSISTANT | |
| STUDENT HELP | RESEARCH ASSISTANT - FFLM | |