



Access the Timesheet

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

Access the Timesheet

1. Sign in to my.wisconsin.edu.
2. Click the **Time and Absence** tile.
3. 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	