Entering Time

Employees are **strongly encouraged** to enter and submit time daily, but should **minimally** enter and submit weekly, on the last day worked each week.

Report time in quarter-hour increments. For example:
- 7:53 am to 8:07 am = 8:00 am
- 8:08 am to 8:22 am = 8:15 am
- 8:23 am to 8:37 am = 8:30 am
- 8:38 am to 8:52 am = 8:45 am
- 8:53 am to 9:07 am = 9:00 am

Enter time using 24 hour time (military) or standard time (with AM/PM)

<table>
<thead>
<tr>
<th>24 Hour Time</th>
<th>Morning</th>
<th>Noon</th>
<th>Afternoon</th>
<th>Midnight</th>
</tr>
</thead>
<tbody>
<tr>
<td>0745</td>
<td>07:45AM</td>
<td>1200</td>
<td>1630</td>
<td>0000</td>
</tr>
<tr>
<td>Standard Time</td>
<td>07:45AM</td>
<td>12:00PM</td>
<td>4:30PM</td>
<td>12:00AM</td>
</tr>
</tbody>
</table>

**Enter Time**

1. Sign in to [my.wisconsin.edu](https://my.wisconsin.edu).

2. Click the **Time and Absence** tile.

1. Your timesheet for the current period will open.

2. Enter the start time of your shift in the **Shift In** column.

3. If you take an unpaid break, enter the start of the break in the **Break Out** column and the time returned in the **Break In** column.

4. Enter the end time of your shift in the **Shift Out** column.

5. If additional Shift In/Shift Out rows are needed to enter time work for a given day:
   a. Click the **plus sign** on the row.
   b. Enter **Shift In/Shift Out** time.

6. Click the **Submit** button.
   - **Punch Total** field will show total hours entered.
   - **Reported Hours** field (in the header) will total hours submitted for that period.
   - The hourglass icon will appear in the **status** column.

![Image of timesheet interface](https://uwservice.wisconsin.edu/)

https://uwservice.wisconsin.edu/
Prior to entering and submitting time you can use the **Copy from Previous** button.

- Clicking this button will pull in all timesheet data, including schedule variations and absences, from the previous time period.
- If there is un-submitted time on the current timesheet, when the button is pushed it will override the time.
- If there is submitted time on the timesheet when the Copy from Previous button is pushed, a warning will appear asking if you wish to continue.