

# Entering Time

## Enter Time

1. Sign in to [my.wisconsin.edu](https://my.wisconsin.edu).
2. Click the **Time and Absence** tile.
3. The timesheet for the current period will open.
4. Enter total hours worked in the **Quantity** field for the appropriate date.
5. Click the **Submit** button.
  - *Reported Hours* field (in the header) will reflect the total hours submitted for that period
  - The [Submitted icon](#) will appear in the *status* column.

**Select Another Timesheet**

\*View By Week

\*Date 01/06/2019

[Previous Week](#) [Next Week](#)

Scheduled Hours 0.00

Reported Hours 40.00

**From 01/06/2019 to 01/12/2019**

**Timesheet** | [Additional Elements](#) | [Show all columns by default](#)

Select for Delete				Date	Status	Quantity	Time / Absence Code	Sched Hrs
<input type="checkbox"/>	<a href="#">+</a>	<a href="#">-</a>	<a href="#">🗨</a>	Sun 1/6		<input type="text"/>	<input type="text"/>	0.00
<input type="checkbox"/>	<a href="#">+</a>	<a href="#">-</a>	<a href="#">🗨</a>	Mon 1/7	⌛	8.00	<input type="text"/>	0.00
<input type="checkbox"/>	<a href="#">+</a>	<a href="#">-</a>	<a href="#">🗨</a>	Tue 1/8	⌛	8.00	<input type="text"/>	0.00
<input type="checkbox"/>	<a href="#">+</a>	<a href="#">-</a>	<a href="#">🗨</a>	Wed 1/9	⌛	8.00	<input type="text"/>	0.00
<input type="checkbox"/>	<a href="#">+</a>	<a href="#">-</a>	<a href="#">🗨</a>	Thu 1/10	⌛	8.00	<input type="text"/>	0.00
<input type="checkbox"/>	<a href="#">+</a>	<a href="#">-</a>	<a href="#">🗨</a>	Fri 1/11	⌛	8.00	<input type="text"/>	0.00
<input type="checkbox"/>	<a href="#">+</a>	<a href="#">-</a>	<a href="#">🗨</a>	Sat 1/12		<input type="text"/>	<input type="text"/>	0.00

Delete Selected Rows

Submit

Copy from Previous Week

**Summary** | [Payable Time](#) | [Absence Balances](#) | [Exceptions](#)

**Reported Time Summary**

[Personalize](#) | [Find](#) | [📄](#) | [📅](#) | 1-4 of 4

Category	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat

## Copy from Previous Button

Depending upon the timesheet view you are using, the **Copy from Previous** button allows you to copy reported time and absences from the previous period, week or day. Once time is copied, you may then make any necessary changes before submitting.

- **Copy from Previous** 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 used, the un-submitted time will be overwritten.

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.