

Web Time Entry for Employees through MyUT Portal: What to do if I forgot to submit hours on my last timesheet?

1. Open your current timesheet. Select any day you didn't work to enter unreported hours. Enter a start time and end time to reflect the total unreported hours.

Seasonal Employee Hourly, P41119-00, T, 106250, Controller, Rate: \$11.000000

06/29/2019 - 07/12/2019 75.75 Hours In Progress Submit By 07/14/2019, 11:59 PM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 8.00 Hours	8 4.00 Hours	9 8.00 Hours	10 5.00 Hours	11 8.00 Hours	12 8.00 Hours	13

Add Earn Code

Earn Code: Regular Hourly Pay

Start Time: 12:00 AM

End Time: 08:00 AM

Hours: 8.00

Add More Time

Total: 8.00 Hours | Account Distribution

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2. Select Comments. Specify the actual days to which those hours pertain. Save.

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Regular Hourly Pay 12:00 AM - 08:00 AM 8.00 Hours

Total: 8.00 Hours | Account Distribution

Comments

Hours on July 7 are for unreported hours previous pay period:
6/27/19 4 hours
6/28/19 4 hours

1907 characters remaining

Cancel Save