

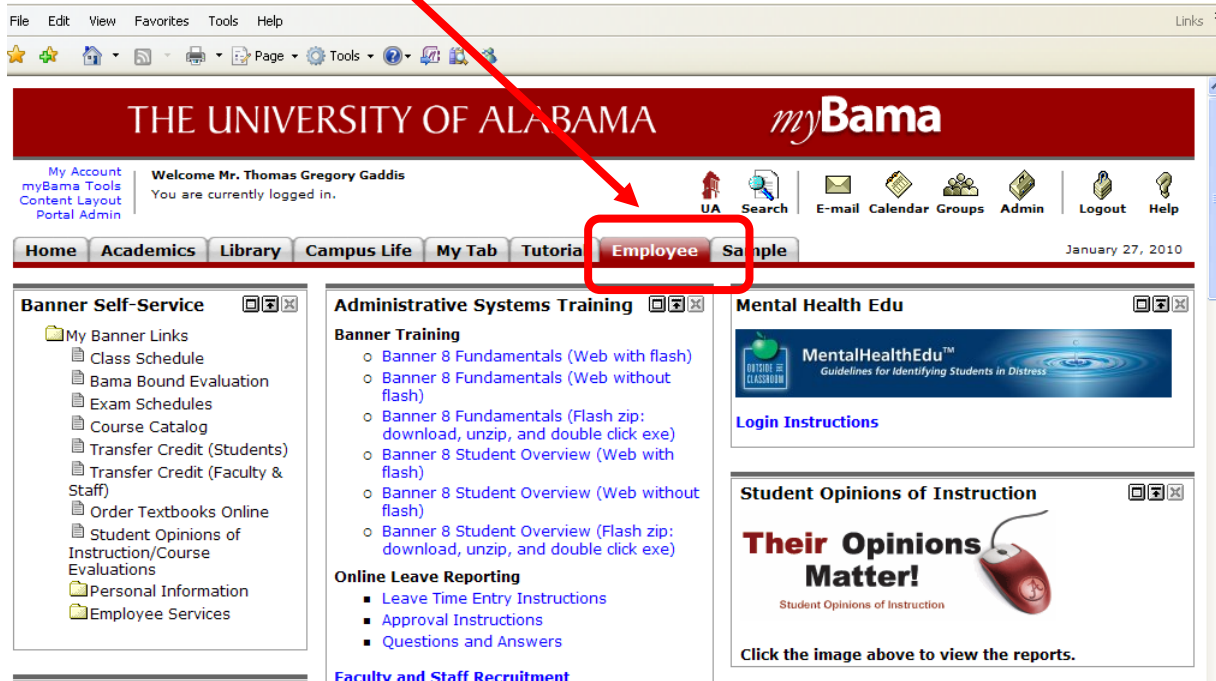


Timesheet Entry Users Guide

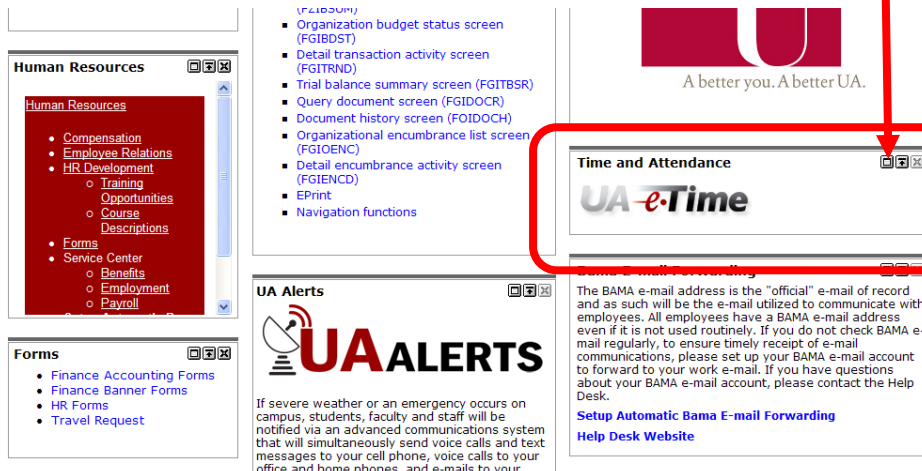
Web Clock Time Entry – Users Guide

“Clock In” for the Day

1. Log into MyBama
2. Click the Employee Tab



3. Scroll down until you see  in the right column. Click on the icon.



- Your Timesheet for the current period will be displayed. Select the day to enter to record your time either by clicking the date from the pay period.

8222 Home Help My Time Entry: A Logged in as Allen, Sheila B

02/05/2012 - 02/18/2012 Save More List View

Timesheet Schedule

S M T W T F S S M T W T F S Feb 6, 2012 Show All Weeks

Date	Pay Code	Clock Pay Code	Hours	Start Ti...	End Time	Amount	Comments	Total
Sun 02/05	Clock Time							
Mon 02/06	Clock Time							
Tue 02/07	Clock Time							
Wed 02/08	Clock Time							
Thu 02/09	Clock Time							
Fri 02/10	Clock Time							
Sat 02/11	Clock Time							
							0.00	0.00

Exceptions Timesheet Preview Time Off Balances FMLA Military

- Tab to the "Start Time" column and enter the time of day you got to work. Tab to the "End Time" column and enter the time you left for the day. Do this for each day you work in the pay week. Click "Save" to save your changes.

02/05/2012 - 02/18/2012 Save More List View

Timesheet Schedule

S M T W T F S S M T W T F S Feb 10, 2012 Show All Weeks

Date	Pay Code	Clock Pay Code	Hours	Start Ti...	End Time	Amount	Comments	Total
Sun 02/05	Clock Time							
Mon 02/06	Clock Time			08:00 am	04:45 pm			
Tue 02/07	Clock Time			08:00 am	04:45 pm			
Wed 02/08	Clock Time			09:00 am	04:45 pm			
Thu 02/09	Clock Time			08:00 am	05:00 pm			
Fri 02/10	Clock Time			08:15 am	04:45 pm			
Sat 02/11	Clock Time							
							0.00	0.00

Exceptions Timesheet Preview Time Off Balances FMLA Military

- Your time for each day will be calculated based on your Start Time and End Time and displayed as “Regular” time for each day. The number of yours you have worked in the pay period to date will be displayed in the “Timesheet Preview” tab at the bottom of the timesheet. To view a different pay period click the calendar.

02/05/2012 - 02/18/2012 Save More List View Data saved.

Timesheet Schedule


S M T W T F S S M T W T F S Feb 10, 2012 Show All Weeks
5 6 7 8 9 10 11 12 13 14 15 16 17 18


Date	Pay Code	Clock Pay Code	Hours	Start Ti...	End Time	Amount	Comments	Total
Sun 02/05	Clock Time							
Mon 02/06	Regular		7.75	08:00 am	04:45 pm			7.75
Tue 02/07	Regular		7.75	08:00 am	04:45 pm			7.75
Wed 02/08	Regular		6.75	09:00 am	04:45 pm			6.75
	Clock Time			08:00 am	05:00 pm	0.00		37.75

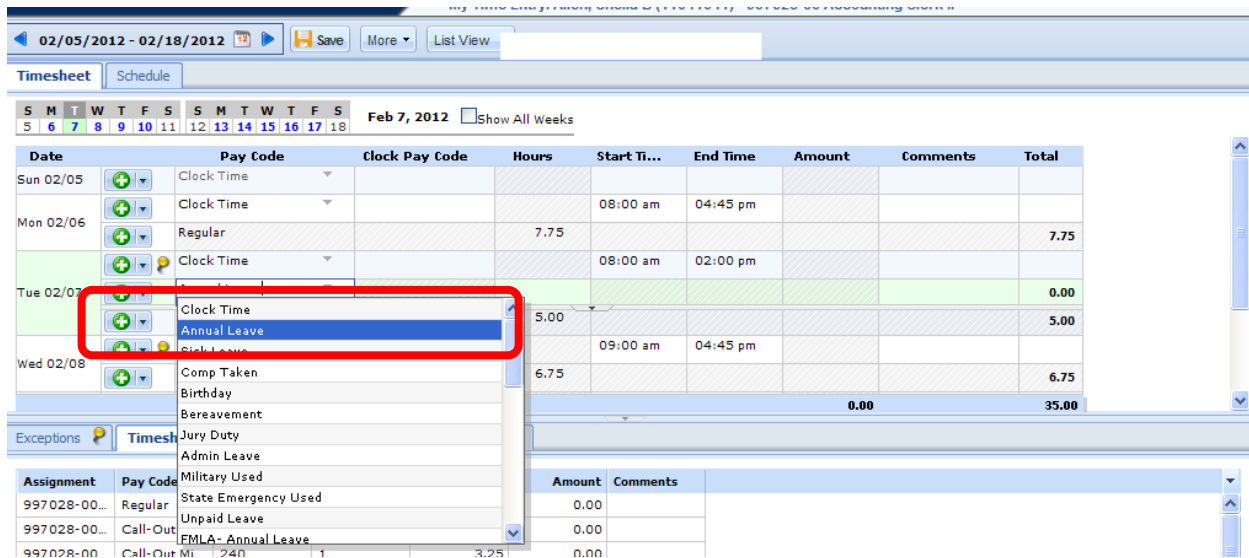
Exceptions Timesheet Preview Time Off Balances FMLA Military

Assignment	Pay Code	Banner Code	Shift	Hours	Amount	Comments
997028-00...	Regular	020	1	75.50	0.00	
997028-00...	Call-Out	240	1	3.25	0.00	
997028-00...	Call-Out Mi...	240	1	3.25	0.00	
997028-00...	Extra Straig...	130	1	1.50	0.00	
997028-00...	Annual Leave	170	1	1.00	0.00	
Total				82.25	0.00	

Enter Leave Time to Be Paid

1. Log into UA-eTime from MyBama. Go to the timesheet as explained above.
2. Click  on the day to enter leave time to be paid. This will insert a new timesheet "row" on that day.

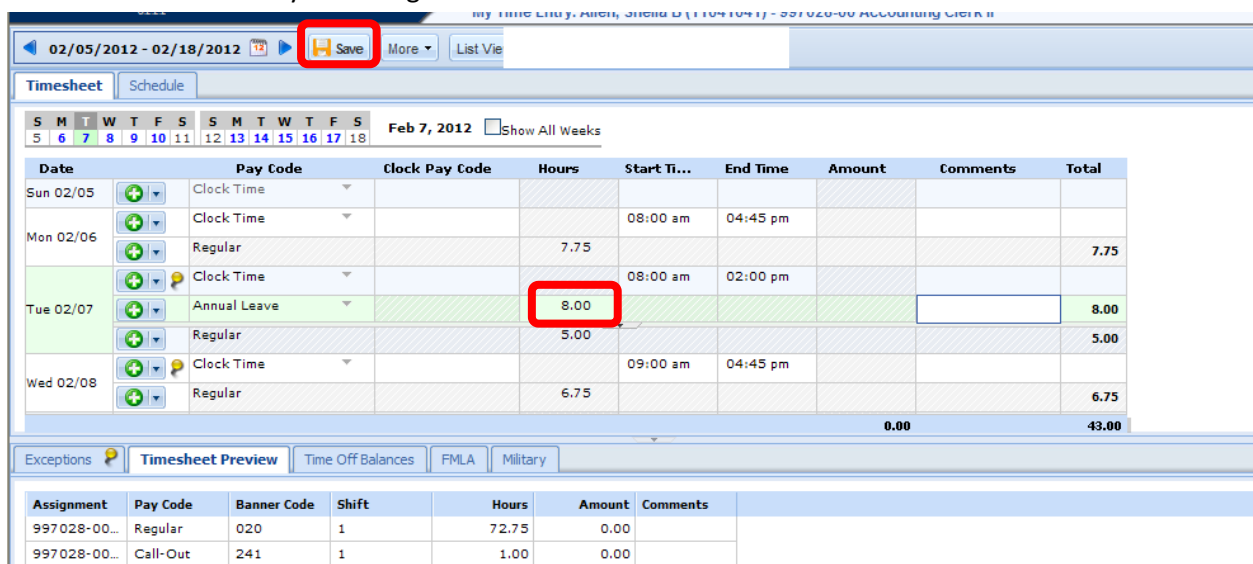
Click the "drop down arrow"  next on the timesheet row just inserted and select the appropriate leave pay code.



Date	Pay Code	Clock Pay Code	Hours	Start Time	End Time	Amount	Comments	Total
Sun 02/05	Clock Time							
Mon 02/06	Regular		7.75	08:00 am	04:45 pm			7.75
Tue 02/07	Annual Leave		5.00	08:00 am	02:00 pm			0.00
Wed 02/08	Regular		6.75	09:00 am	04:45 pm			6.75
						0.00		35.00

3. Enter the number of leave hours to be paid in the "Hours" column.

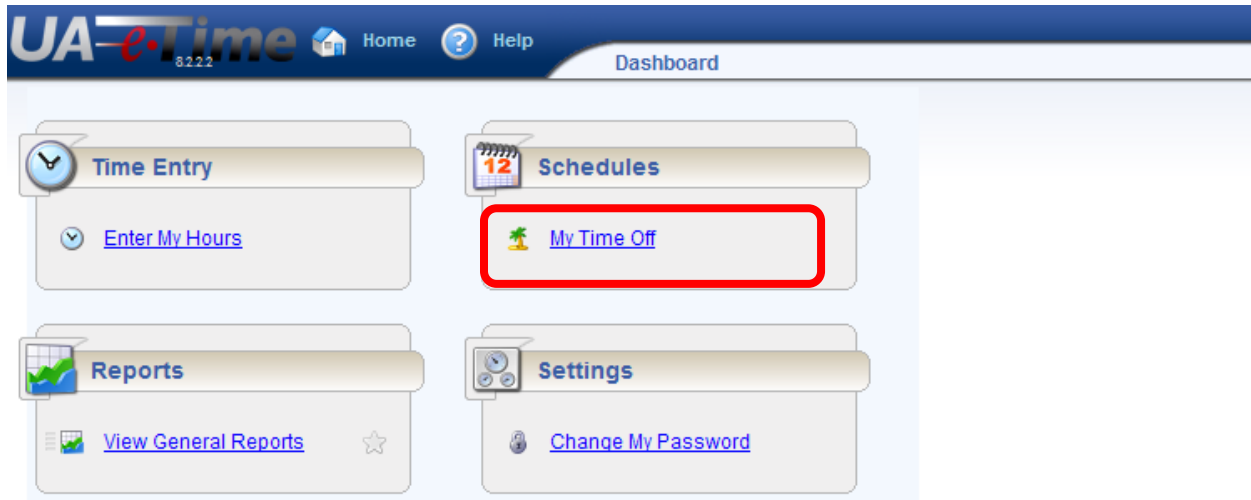
Click  to save your changes.



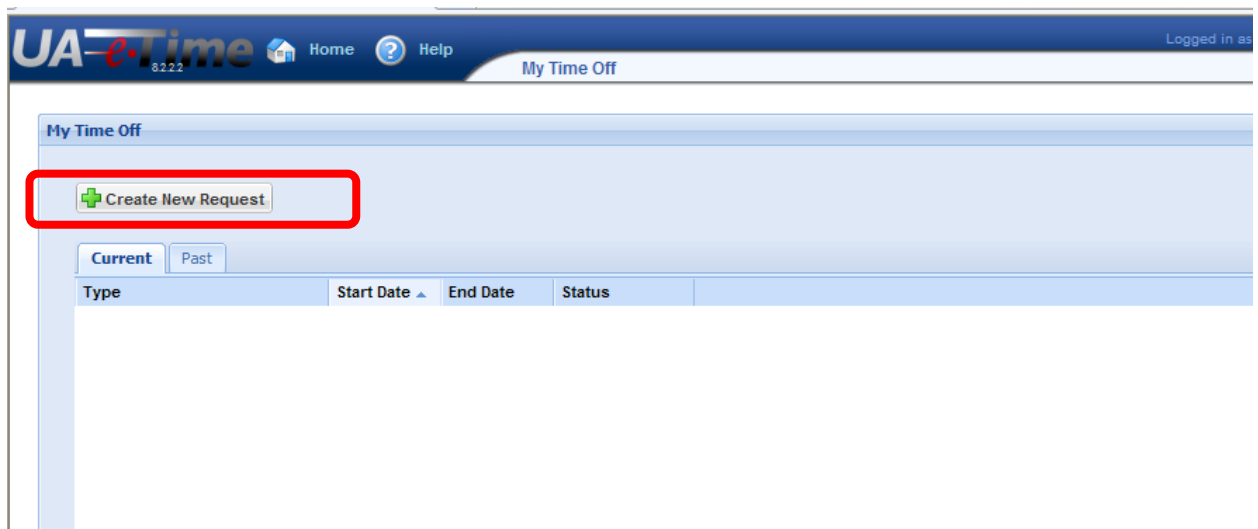
Date	Pay Code	Clock Pay Code	Hours	Start Time	End Time	Amount	Comments	Total
Sun 02/05	Clock Time							
Mon 02/06	Regular		7.75	08:00 am	04:45 pm			7.75
Tue 02/07	Annual Leave		8.00	08:00 am	02:00 pm			8.00
	Regular		5.00					5.00
Wed 02/08	Regular		6.75	09:00 am	04:45 pm			6.75
						0.00		43.00

Request Time Off for a Future Pay Period

1. Log on to UA-eTime from MyBama
2. Click the “Home” button
3. Select “My Time Off”



4. Select “Create New Request.”



5. Select the leave type from the Paycode dropdown list.
Enter the Start Date for the leave. Enter the End Date for the Leave.
Click “Enter Details for this date range”.

UA-e-Time Home ? Help Create Time Off Request

Create Time Off Request

Paycode
Annual Leave

Start Date
MM/dd/yyyy

End Date
MM/dd/yyyy

- ➔ Enter details for this date range.
- ⊙ Cancel this Time Off Request.

6. The “Edit Time Off Request Details” page is displayed with your normal daily scheduled hours automatically filled in in the Hours Requested column.
You have the option to change the Paycode and number hours for any day listed.
Click “View and Confirm details for this Time Off Request”

UA-e-Time Home ? Help Edit Time Off Request Details

Edit Time Off Request Details

Action	Date Range	Paycode	Hours Requested
+	Mon 04/12	Annual Leave	8.0
+	Tue 04/13	Bereavement	4.00
+	Wed 04/14	Annual Leave	8.0

- ➔ View and confirm details for this Time Off Request.
- ⬅ Create new Time Off Request.
- ⊙ Cancel this Time Off Request.

7. The Review/Finish Time Off Request page is displayed that shows:
 The Leave Request Summary
 Your Estimated Leave Balances for the days requested

Request Summary

Date	Paycode	Hours Requested
Mon 04/12	Annual Leave	8.0
Tue 04/13	Bereavement	4.0
Wed 04/14	Annual Leave	8.0

Adjusted Bank Balances

Assignment	Bank Description	Initial Balance	Ending Balance
Aggregate Assignment - UA_BIWEEKLY	FMLA Military Available	1,040.00	1,040.00
Aggregate Assignment - UA_BIWEEKLY	Sick Leave	190.08	190.08
Aggregate Assignment - UA_BIWEEKLY	Military Used	0.00	0.00

8. Scroll to the bottom of the page to:
 Enter Comments to Manager about the leave request
 Actions to take: Select "Submit this Time Off Request" to your manager
 Select "Enter details for this date range" to make changes to the request
 Select "Cancel this Time Off Request" do cancel the request.

Comments to Manager

Take daughter to beach

Exceptions

No exceptions.

9. After submitting your time off request the Time Off Summary page will be displayed. When the request is approved by our Manager, the requested time off will be inserted on your timesheet for the days requested.

The screenshot shows the 'My Time Off' page in the UA eTime system. At the top, there is a navigation bar with the UA eTime logo, a home icon, a help icon, and the text 'Home', 'Help', and 'My Time Off'. A green banner below the navigation bar displays the message 'Your request has been submitted.' The main content area is titled 'My Time Off' and contains a '+ Create New Request' button. Below this are two tabs: 'Current' (selected) and 'Past'. A table lists the current time off request:

Type	Start Date	End Date	Status
Time off - Admin Leave	05/01/2012	05/04/2012	Pending