Timesheet Quick Start Guide for Students and Temporaries

1. Access timesheet at: businessops.louisville.edu/timekeeping/timesheet. Log in with University ID and password.

2. You will be automatically directed to the current pay period timesheet. The timesheet is viewable one week at a time (Friday-Thursday).

3. The system knows who you are and will pre-populate your name, ID, department, standard work hours and supervisors. If your supervisor is NOT correct, you may select “Update Supervisor” and edit.

4. Time may be entered by selecting “+ Add Time”.

5. Type time either directly into the field or use the clock widget:
   A. Enter “In” time. “Out” must be entered before a new “+ Add Time” can be entered.
   B. When “Out” time is entered the total hours show to help confirm hours worked.
   C. Using the Clock Widget:
      - Click the clock icon
      - Select hour
      - Select minutes
      - Update time

6. Employees should review all time entered and click “Submit Your Time” for routing to supervisor for approval.