This guide will cover:

- Creating a time card and entering time into the card in HCM.
- Projecting leave to be available in the future.

This guide details the steps for completing this process using Employee WyoCloud access.

All Salaried Benefited Non-Exempt and Hourly Non-Benefited employees are responsible for entering their own time into HCM. Time is required to be entered by the deadline for each pay cycle. The current payroll deadline schedule can be found on the UW Payroll website. Hourly Non-Benefited employees whose time has not been entered AND approved by their direct supervisor by the deadline will not be paid during that pay period. They will be paid during a future biweekly payroll after both time entry and approval have occurred.

Some departments use one of UW’s two approved time clock systems, TimeClock Plus and AiM. These systems feed clocked time into HCM. However, any corrections, on call hours and supervisor approvals must occur within HCM. Check with your supervisor if you are unsure if your department uses one of these systems.

Step One
Navigate to Existing Time Cards from the WyoCloud homepage via WyoWeb.
- Existing Time is located under the Quick Actions on the My Profile tab of the homepage.
The *Existing Time Cards* page will appear. Here previously started time cards will appear, by default the last 5 time cards will display. To see other timeframes or favorited time cards, you can use the drop down.

- You may re-open a timecard by clicking on the card’s **date range**.

**Step Two**
Add a new timecard.

- If a time card has not yet been started for the desired timeframe, click **+Add**.
The *Add Time Card* page will appear.
First, use the calendar icon to select the **Sunday** of the week you are trying to create a time card for.

**Step Three**
Enter time.
- Under *Entries*, click +Add.
This will add additional time entry fields. The order of these fields and which fields you see will depend on your employee type. Use the drop down to answer each accordingly.

- First, select the **Department** you are reporting time for from the drop down.
- Select the **Assignment Number** you are recording time on from the drop down.

**Hourly non-benefited employees will also see their hourly rate after selecting their assignment number, this will aid in confirming the correct assignment has been selected if you have multiple assignments.**

- Select a **Time Reporting Code** from the dropdown. You can also begin to type the correct reporting code into the field to locate.
  - **Salaried Non-Exempt**: To report regular hours, use **Regular Hours**.
  - **Hourly Non-Benefited**: To report regular hours, use **Hourly Hours**.

**Should you work overtime hours, add the additional hours beyond 40 as regular hours. The system will calculate them as overtime.**

**Note:** In the **Time Reporting Code** field, if you have multiple assignments of the same type (i.e. two hourly assignments), you will only see the time reporting codes for which you are eligible. If you have both a salaried assignment and an hourly assignment, you will see the combination of time reporting codes for each group on every assignment. Although you will be able to see all time reporting codes, you may have an assignment that is not eligible for a specific time reporting code (i.e. hourly assignment is not eligible for leave). If you try to enter an ineligible time reporting code for one of your assignments, you will receive the following error:

**Error**

You cannot record this absence because the employee is not enrolled in or eligible for any absence plan. (ANC-3405033)
Use the calendar icon to select the date for which you’d like to enter time. Click outside of the calendar to close it.

If you would like to enter time for multiple days at once, select all desired dates on the calendar prior to closing the calendar. **To enter time for multiple days at once, all time must use the same assignment number, time reporting code and be the same number of hours per day.**
- Type the total number of hours worked in the **Quantity** field.
- Once all fields are completed, click **OK**.

After clicking **OK**, all time entered for a specific period will display under **Entries**.
- If you need to edit any time details for a specific date, click the **pencil icon** to the right of the date.
Step Four

- After all time has been entered, select **Save and Close** in the upper right.

All time entered by the time entry deadline will be sent to your direct supervisor for approval at the end of the pay period. Supervisors will typically have a three-day window to complete approvals for hours to be included in that payroll.

You have completed the process of entering time on the time card.