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 Time using the Navigator bar.
  
- To find Time you go to: Navigator > My Profile > Time and Absence.
Step Two

- The Time Entry (Calendar View) page will open.

- In the top right-hand corner of the screen, select the Actions tab (first tab).

- Under the Related Links section, select Manage Time Cards.
The Manage Time Cards page will display.

**Step Three**

- In the Manage Time Cards page, select the (+) button to create a time card.

  - The Create Time Card window will open, select the **Sunday** of the week you are trying to create a time card for. Then, select **OK**.
• Alternatively, if a time card has already been created for the time period desired, it can be selected from the list.

The Time Card will now display.

Step Four
• To enter time, first select your Assignment Number from the dropdown.
• If you have multiple assignments, select the appropriate assignment number.

Note: After selecting your Assignment Number, the Department and Rate (for hourly non-benefited only) will auto-populate based on the assignment selected. These can be used to confirm you’ve selected the correct assignment number.
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)

After entering the **Assignment Number** and **Time Reporting Code**, enter your total hours worked per day.
Note: If you have more than one assignment, you would enter time for the second assignment in the second row. If you have additional assignments, you can select the Add Row Below button to enter time for those assignments.

Step Five

- In the top right-hand corner of the Time Card, select Save and Close.

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.