

### How to Complete your USG Time Sheet

1. To complete the time sheet, click on: [www.timesheet.umd.edu](http://www.timesheet.umd.edu) to get to the time sheet homepage.
2. Once you are on the time sheet homepage, click on **“Complete your time sheet and Leave Record”**.
3. A Directory ID is required to log-on to the time sheet system.
4. You will be required to enter time-in and time-out plus any breaks taken. Review the time entered for each week noted on the time sheet and hit save. Each time sheet contains two full work weeks, referred to as the **“Pay Period”**.
5. After reviewing your hours worked, submit your time sheet to your supervisor for approval by clicking the **“Final sign off”** button.
6. Remember to always complete the time sheet before the pay period closes.
7. If you need a copy of the payroll schedule showing the pay periods and paycheck issue dates, please email Neetha Thomas at [nthomas3@umd.edu](mailto:nthomas3@umd.edu).

### Time Sheet Home Page

UNIVERSITY OF MARYLAND

PHR - PAYROLL & HUMAN RESOURCES SYSTEM

System Hours of Operation Mon-Sat : 7AM - midnight Sun: 5PM - midnight

Monday, August 5, 2013

**Login**  
Select Pay Period:  
Current Pay Period

**Employees:**  
Complete Your Time/Leave Record  
Display/Update Personal Data  
View/Print Bi-Weekly Earnings Statement

**Supervisors:**  
Approve Time/Leave Records

**Administrative:**  
Time Entry Adjustments  
Faculty Leave Adjustments  
Time Entry Designated Offices  
Faculty Leave Designees

[Return to Main Menu](#)

ARES Help Desk User Resources Feedback Logout

1. Select correct Pay Period (may be “Last Pay Period” if completing timesheet late)

2. Select “Complete Time / Leave Record”

## To Complete your Time Sheet

1. Enter hours worked

**WEEK 2**

**Time Worked:**

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	8/18	8/19	8/20	8/21	8/22	8/23	8/24
TimeIn	:	:	:	:	:	:	:
TimeOut	:	:	:	:	:	:	:
(-)Meal Break Mins		30	30	30	30	30	
Daily Tot Hrs Worked	00:00	00:00	00:00	00:00	00:00	00:00	00:00

**Paid Leave:**

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Annual Lv	:	:	:	:	:	:	:
Sick Lv	:	:	:	:	:	:	:
Personal Lv	:	:	:	:	:	:	:
Comp Time Used	:	:	:	:	:	:	:
Select Add'l LV Cds	:	:	:	:	:	:	:
Daily Tot Paid Leave	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Daily Total Paid Hours	00:00	00:00	00:00	00:00	00:00	00:00	00:00

Week 2: Total Hours Paid: 0 Hours 00 Minutes.  
Week 2: Total Unpaid Leave Hours: 0 hours 00 minutes

Notes:

Save Time Entered/Notes   Add a time slice  
Save Time Entered & Final Employee Signoff

Supervisor's Approval:  
Supervisor Notes:

2. Enter breaks taken

3. Always click Save

4. At the end of week 2: Review time and click "Save Time Entered and Final Employee Signoff" for supervisor approval

**Note: Hourly timesheets that do not receive supervisor approval will not be paid**