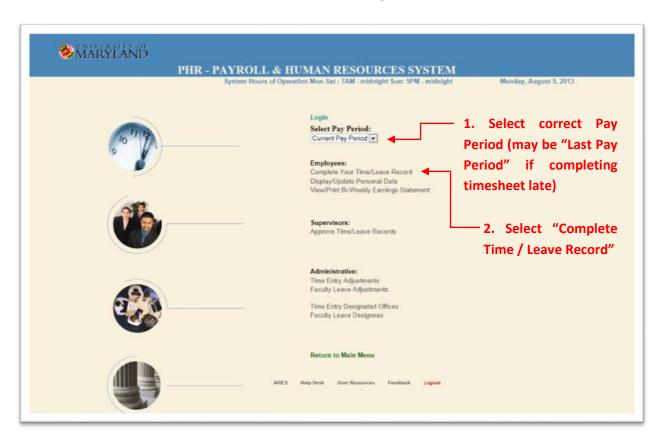
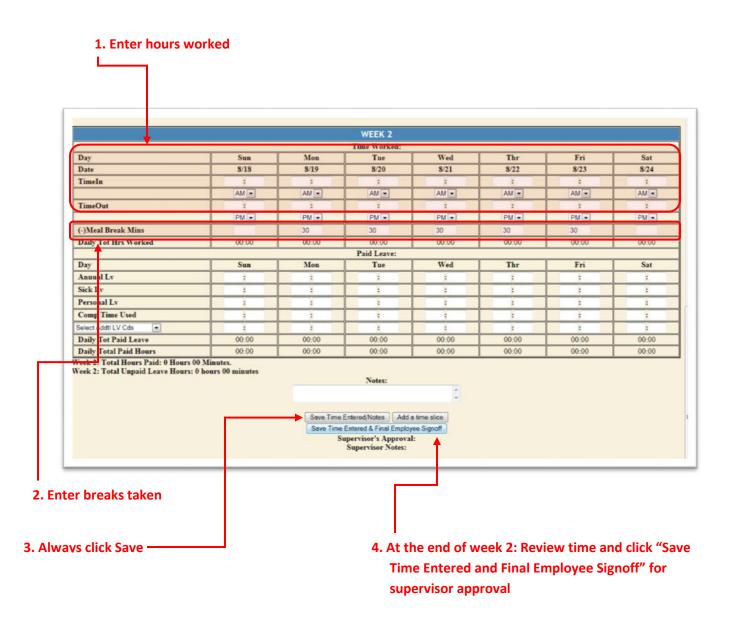
How to Complete your USG Time Sheet

- 1. To complete the time sheet, click on: 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.

Time Sheet Home Page



To Complete your Time Sheet



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