

# Time Records for Faculty and Exempt Staff

As faculty or an exempt staff employee you will be required to complete your timesheet with duty days or enter leave time.

- Duty days consist of checkboxes  and represent a day worked.
- Leave time (if eligible) can be annual leave, sick leave and personal leave. Other type of leave is available to the employee by utilizing the Select Additional Leave Codes dropdown box. When entering leave, you can use any amount of time you wish as long as it does not exceed your calculated hours you should work per day.

1. In your web browser, go to [www.timesheets.umd.edu](http://www.timesheets.umd.edu). You will see the following page.



2. Click on Complete Your Time/Leave Record under the **Employees** section and you will be presented with a login screen. Using your Directory ID and password, login to your timesheet. For some employees that use Directory ID services frequently, you may have automatically been taken to the next step.
3. At this point you will be presented with your timesheet or a screen that has multiple appointments. If you are presented multiple appointments, click on the internal id that is appropriate for the time you wish to enter. Once you click on the internal id you will be taken to your timesheet. Example below.

WEEK 1							
Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Duty Days	<input checked="" type="checkbox"/>						
Annual Lr	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Sick Lr	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Personal Lr	0.0	0.0	0.0	0.0	0.0	0.0	0.0

  

WEEK 2							
Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Duty Days	<input checked="" type="checkbox"/>						
Annual Lr	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Sick Lr	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Personal Lr	0.0	0.0	0.0	0.0	0.0	0.0	0.0

4. You will now check the duty day checkbox  on the appropriate day that you have worked or enter leave time for the day. It is possible to have the duty day checked and have leave time entered.

Pay Period: 2015:24

WEEK 1			
Day	Sun	Mon	
Date	5/17	5/18	
Duty Days	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Annual Lv	<input type="text"/> :	<input type="text"/> :	
Sick Lv	<input type="text"/> :	<input type="text"/> 3 : <input type="text"/> 0d	
Personal Lv	<input type="text"/> :	<input type="text"/> :	
Select Addtl LV Cate	<input type="text"/> :	<input type="text"/> :	

5. Once you have recorded your duty days or leave, you will click on Save Time Entered/Notes to save your recorded hours.

Save Time Entered/Notes

6. After you have entered your duty days or leave for the two week pay period, you will need to submit your timesheet to your supervisor for approval. Click on Save Time Entered & Final Faculty or Employee Signoff to send your timesheet to your supervisor.

Save Time Entered & Final Employee Signoff

**Important things to remember in regards to your timesheet:**

- All faculty and staff need to record leave as it is used.
- Employee must seek supervisor approval prior to annual leave and personal leave.
- Leave balances may be checked by going to the Leave Balance/Summary at the bottom of the timesheet

Leave Balances/Summary

- Supervisors **must approve timesheets** each pay period as employees submit.
- To view your bi-weekly earnings statement go to [www.timesheet.umd.edu](http://www.timesheet.umd.edu) and click on View/Print Bi-Weekly Earnings Statement. The Payroll and Benefits office is NOT able to print these for you.

If you have any questions email the SLLC Payroll & Benefits Coordinator at [adarroe@umd.edu](mailto:adarroe@umd.edu).