

# Timesheets for Student and Contractual Hourly

As a student or contractual hourly employee you will be required to complete your timesheet with hours worked shown as **In** and **Out** times.

Below are the instructions for completing your timesheet.

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 timesheet you wish to enter. Once you click on the internal id you will be taken to your timesheet. Example below:

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Date	5/17	5/18	5/19	5/20	5/21	5/22	5/23
TimeIn	00:00	00:00	00:00	00:00	00:00	00:00	00:00
TimeOut	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total Hours Worked	00:00	00:00	00:00	00:00	00:00	00:00	00:00

  

Day	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Date	5/24	5/25	5/26	5/27	5/28	5/29	5/30
TimeIn	00:00	00:00	00:00	00:00	00:00	00:00	00:00
TimeOut	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Total Hours Worked	00:00	00:00	00:00	00:00	00:00	00:00	00:00

4. You will now enter your time on the appropriate day that you have worked. Keep in mind to change AM and PM as needed. Failure to change these as needed will result in incorrect hours being recorded. Example below of 8:00 hours recorded with 30 minute lunch.

<b>Mon</b>
8 : 30
AM
5 : 00
PM
30
08:00

5. If you worked on the same day but at different times, you will want to add a time slice to record additional time by clicking on the Add a time slice button. This will open up another row within the timesheet to record your additional hours

Add a time slice
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6. Once you have recorded your time you will click on Save Time Entered/Notes to save your recorded hours.

Save Time Entered/Notes
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7. After you have entered your time for the two week pay period, you will need to submit your timesheet to your supervisor for approval. Click on Save Time Entered & Final Employee Signoff to send your timesheet to your supervisor.

Save Time Entered & Final Employee Signoff
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**Important things to remember in regards to your timesheet:**

- You must submit and your supervisor must approve your timesheet in order to receive payment.
- Hourly timesheets are one pay period behind on payment. It could take 2 -3 weeks before your first payment is received. For assistance on when your first check will be, please contact the SLLC payroll office at (301)405-8235
- To view your bi-weekly earnings statement go to www.timesheets.umd.edu and click on View/Print Bi-Weekly Earnings Statement.
- If you have any questions email your payroll coordinator at: [adarroe@umd.edu](mailto:adarroe@umd.edu).