



PHR Time Sheets

Time Clock usage and time sheet information.

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PHR - PAYROLL & HUMAN RESOURCES SYSTEM

System Hours of Operation Mon-Sat : 7AM - 11PM Sun: 5PM - 11PM
 Tuesday August 25, 2020

Login

Select 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

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Introduction


The Engineering Information Technology (EIT) department tracks the time clock, logged hours, and sick leave online with the University's Payroll & Human Resources (PHR) website. This guide will explain how to use the PHR Website to manage your time sheets.

Step 1 — Access the Website



 [The Payroll & Human Resources \(PHR\) System is accessible at the url: timesheet.umd.edu](https://timesheet.umd.edu)

● **Login** via the UMD Central Authentication Service

 *This system is only accessible Monday-Saturday from 7AM to 11PM and Sunday from 5PM to 11PM*

Step 2 — Access Your Time Sheet

Login

Select Pay Period:

Current Pay Period ▼

Employees:

Complete Your Time/Leave Record

Display/Update Personal Data

View/Print Bi-Weekly Earnings Statement

UNIVERSITY OF MARYLAND PHR - PAYROLL & HUMAN RESOURCES SYSTEM

System Hours of Operation Mon-Sat : 7AM - 11PM Sun: 5PM - 11PM Tuesday August 25, 2020

Login

Select Pay Period:
Current Pay Period ▼

Employees:
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ARES User Resources Feedback LogOut

- Select the two-week pay period that you would like to view
- Select "Complete Your Time/Leave Record" to view the time sheet
- Select "View/Print Bi-Weekly Earnings Statement" if you need to print out your statement

Step 3 — Verify Logged Hours

NOTE: ANY hourly time record that IS NOT approved by a supervisor WILL result in the employee NOT being paid for the hours recorded.
Pay Period: 2021:03 From: 07/19/20 To: 08/01/20

WEEK 1

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	7/19	7/20	7/21	7/22	7/23	7/24	7/25
TimeIn	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TimeOut	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c)Meal Break Mins	-0	-0	-0	-0	-0	-0	-0
Sick / Safe Lv	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daily Total Paid Leave	0:00	2:00	0:00	0:00	0:00	0:00	0:00
Daily Tot Hrs Worked	0:00	2:00	2:00	2:00	2:00	2:00	0:00

Week Total Hours Paid: 10 Hours 00 Minutes.

WEEK 2

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	7/26	7/27	7/28	7/29	7/30	7/31	8/1
TimeIn	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TimeOut	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c)Meal Break Mins	-0	-0	-0	-0	-0	-0	-0
Sick / Safe Lv	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daily Total Paid Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Daily Tot Hrs Worked	0:00	2:00	2:00	2:00	2:00	2:00	0:00

Week 2: Total Hours Paid: 10 Hours 00 Minutes.

📌 Clocking in and out at the time clock terminals in the lab adds a work period to this time sheet

📌 The time sheet presents...

- your daily hour total at the bottom of each day's column
- your weekly hour total at the bottom of each week

Step 4 — Sick Leave

WEEK 2

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	8/23	8/24	8/25	8/26	8/27	8/28	8/29
TimeIn	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TimeOut	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c)Meal Break Mins	-0	-0	-0	-0	-0	-0	-0
Sick / Safe Lv	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daily Total Paid Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Daily Tot Hrs Worked	0:00	2:00	0:00	0:00	0:00	0:00	0:00

Week 2: Total Hours Paid: 2 Hours 00 Minutes.

Time Entry - Leave Balance Summary

Current Pay Period: 2021:05 From: 08/16/20 To: 08/29/20

	Leave Balance as of 08/15/20	Administrative Leave Adjustments	Total Ls Used in all open PPs	Total Ls Adj. Ls used & not processed	Projected Ending Balance as of 08/29/20
Sick / Safe Leave	8.48	0.00	0.00	0.00	9.50

View Leave Summaries for Past Pay Periods:

Menu Return to Time Sheet/Duty Day Record

Return to Main TE Menu Logout

NOTE: ANY hourly time record that IS NOT approved by a supervisor WILL result in the employee NOT being paid for the hours recorded.
Pay Period: 2021:03 From: 07/19/20 To: 08/01/20

WEEK 1

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	7/19	7/20	7/21	7/22	7/23	7/24	7/25
TimeIn	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TimeOut	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c)Meal Break Mins	-0	-0	-0	-0	-0	-0	-0
Sick / Safe Lv	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daily Total Paid Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Daily Tot Hrs Worked	0:00	2:00	2:00	2:00	2:00	2:00	0:00

Week 1: Total Hours Paid: 10 Hours 00 Minutes.

WEEK 2

Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	7/26	7/27	7/28	7/29	7/30	7/31	8/1
TimeIn	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
TimeOut	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(c)Meal Break Mins	-0	-0	-0	-0	-0	-0	-0
Sick / Safe Lv	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daily Total Paid Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Daily Tot Hrs Worked	0:00	2:00	2:00	2:00	2:00	2:00	0:00

Week 2: Total Hours Paid: 10 Hours 00 Minutes.

📌 Depending on how many hours you clock in a week, you may accrue Sick Leave

- View your accrued Leave by visiting **Leave Balances Summary** from the timesheet
- View your **Leave Balance** to date
- Adjust the Sick / Save Leave balance for the desired day to expend your Paid Leave
- Enter the time in the format of Hours : Minutes

Step 5 — Logging Hours Manually

Week 1			
	Sun	Mon	
Day	7/19	7/20	
Date	7/19	7/20	
TimeIn	<input type="text"/> : <input type="text"/>	<input type="text"/> 9 : <input type="text"/> 00	
	AM	AM	
TimeOut	<input type="text"/> : <input type="text"/>	<input type="text"/> 11 : <input type="text"/> 00	
	PM	AM	
(-)Meal Break Mins	- 0	- 0	
Sick / Safe Lv	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>	
Daily Total Paid Leave	0:00	0:00	
Daily Tot Hrs Worked	0:00	2:00	
Week 1: Total Hours Paid: 10 Hours 00 Minutes.			

Notes:

Save Time Entered/Notes Add a time slice

Save Time Entered & Final Employee Signoff

Supervisor's Approval:

Supervisor Notes:

Pay Period Summary Appointment Info Leave Balances/Summary

i Some positions at Terrapin Works require you to log hours manually. You will be informed if your position requires you to do this.

- Enter the time you started and stopped working

i If you work two nonconsecutive shifts in one day, you need to add a time slice to enter both into the time log

- **Add a time slice** and enter the second shift's start and end in the new TimeIn and TimeOut boxes
- **Save Time / Entered Notes** before leaving the page

Step 6 — View Appointment Info

Notes:

Save Time Entered/Notes

Add a time slice

Save Time Entered & Final Employee Signoff

Supervisor's Approval:

Supervisor Notes:

Pay Period Summary

Appointment Info

Leave Balances/Summary

Time Entry - Appointment Information Summary

USM Institution Code: College Park

Title: Student

Appt. Start Date: 4/6/2023

Base Annual Salary:

Payment Method: 1 2 3 4 5 6 7 8 9 10 11 12

Probation Status:

U ID: 11111111

Category Status: 1 2 3 4 5 6 7 8 9 10 11 12

Appt. Term. Date: 12/31/2023

Base Biweekly Salary:

Retirement: 1 2 3 4 5 6 7 8 9 10 11 12

Probation Start Dt:

Name: Kret, Andrew

UID: 11111111

Primary Supervisor: Nathanael Carriere

Unit: ENGR-Engineering Information Technology

Work Group: Terrapin Works web-timesheets

Total Hourly FTE: 1.0

Essential: Not Applicable

Appt. FTE: 1.0

Hourly Rate: 11.11

Probation End Dt:

Return to Employee Menu

Return to Time Sheet/Duty Day Record

Return to Main TE Menu

LogOut

- Click **Appointment Info** to see information about your employment
- ⓘ *Salary / Hourly Rate, appointment date, FTE, and other information is available at Appointment Info*

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Step 7 — Sign off on your Timesheet

Notes:

Save Time Entered/Notes

Add a time slice


Save Time Entered & Final Employee Signoff

Supervisor's Approval:
Supervisor Notes:


Pay Period Summary


Appointment Info

Leave Balances/Summary

 *The two week pay period ends at close of business (COB) on Friday, 5 pm*

- Select **Save Time Entered and Final Employee Signoff** to confirm your hours before COB on the second Friday of each pay period

 *Generally speaking, you will receive your first paycheck 4 weeks following your first shift*

 *Incomplete time sheets may cause a missed pay period*