# PHR Time Sheets

Time Clock usage and time sheet information.

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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



(i) *The Payroll & Human Resources (PHR) System is accessible at the url: 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



- 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



⭐ *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



ⓘ *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



ⓘ *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

ⓘ *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



- 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



📌 *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*