



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:

Current 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



i [The Payroll & Human Resources \(PHR\) System](https://timesheet.umd.edu) 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

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							
Time Worked:							
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	7/19	7/20	7/21	7/22	7/23	7/24	7/25
TimeIn	9:00	9:00	11:00	1:00	3:00	5:00	
TimeOut		11:00	1:00	3:00	5:00	7:00	
(-)Meal Break Mins	-0	-0	-0	-0	-0	-0	-0
Sick / Safe Lv							
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							
Time Worked:							
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	7/26	7/27	7/28	7/29	7/30	7/31	8/1
TimeIn	9:00	9:00	11:00	1:00	3:00	5:00	
TimeOut		11:00	1:00	3:00	5:00	7:00	
(-)Meal Break Mins	-0	-0	-0	-0	-0	-0	-0
Sick / Safe Lv							
Daily Total Paid Leave	0.00	2.00	2.00	2.00	2.00	2.00	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

Save Time Entered/Notes Add a time slice

WEEK 2							
Time Worked:							
Day	Sun	Mon	Tue	Thr	Fri	Sat	
Date	8/23	8/24	8/25	8/26	8/27	8/28	8/29
TimeIn	9:00	9:00	9:00	9:00	9:00	9:00	9:00
TimeOut							
(-)Meal Break Mins	-0	-0	-0	-0	-0	-0	-0
Sick / Safe Lv							
Daily Total Paid Leave	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Daily Tot Hrs Worked	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Week 2: Total Hours Paid: 2 Hours 00 Minutes.							

Notes:

Save Time Entered/Notes Add a time slice
 Save Time Entered & Final Employee Signoff
 Supervisor's Approval:
 Supervisor Notes:

Menu Pay Period Summary Appointment Info **Leave Balances Summary**

Return to Main TE Menu Logout

Name: Kret, Andrew
 ID#: 8850
 Primary Supervisor: Nathaniel Carriere
 Unit: ENGR Engineering Information Technology
 Work Group: Terragen Works web-timesheets
 Total Hourly PPL: \$

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 Lvl Used in all open PPL	Total TE Adj Lv 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:
 SICK / SAFE

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							
Time Worked:							
Day	Sun	Mon	Tue	Thr	Fri	Sat	
Date	7/19	7/20	7/21	7/22	7/23	7/24	7/25
TimeIn	9:00	9:00	11:00	1:00	3:00	5:00	
TimeOut		11:00	1:00	3:00	5:00	7:00	
(-)Meal Break Mins	-0	-0	-0	-0	-0	-0	-0
Sick / Safe Lv							
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 1: Total Hours Paid: 10 Hours 00 Minutes.							

WEEK 2							
Time Worked:							
Day	Sun	Mon	Tue	Thr	Fri	Sat	
Date	7/26	7/27	7/28	7/29	7/30	7/31	8/1
TimeIn	9:00	9:00	11:00	1:00	3:00	5:00	
TimeOut		11:00	1:00	3:00	5:00	7:00	
(-)Meal Break Mins	-0	-0	-0	-0	-0	-0	-0
Sick / Safe Lv							
Daily Total Paid Leave	0.00	2.00	2.00	2.00	2.00	2.00	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			
Time V			
Day	Sun	Mon	
Date	7/19	7/20	
TimeIn	<input type="text"/> : <input type="text"/>	<input type="text" value="9"/> : <input type="text" value="00"/>	
	AM ▾	AM ▾	
TimeOut	<input type="text"/> : <input type="text"/>	<input type="text" value="11"/> : <input type="text" value="00"/>	
	PM ▾	AM ▾	
(-)Meal Break Mins	- <input type="text" value="0"/>	- <input type="text" value="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 7 — Sign off on your Timesheet

The screenshot shows a user interface for signing off on a timesheet. At the top, there is a 'Notes:' section with a text input field. Below this are three buttons: 'Save Time Entered/Notes', 'Add a time slice', and 'Save Time Entered & Final Employee Signoff'. A red arrow points to the 'Save Time Entered & Final Employee Signoff' button. Below the buttons is the text 'Supervisor's Approval:' and 'Supervisor Notes:'. At the bottom, there are three buttons: 'Pay Period Summary', 'Appointment Info', and '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*