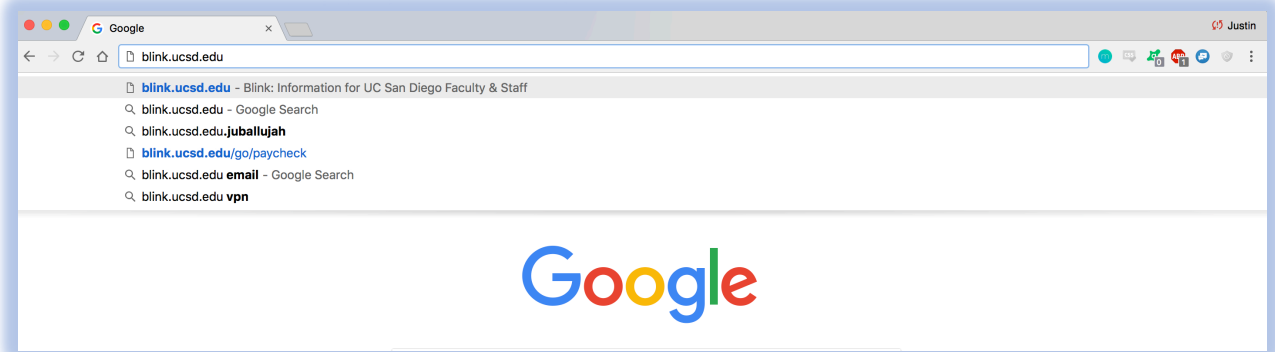


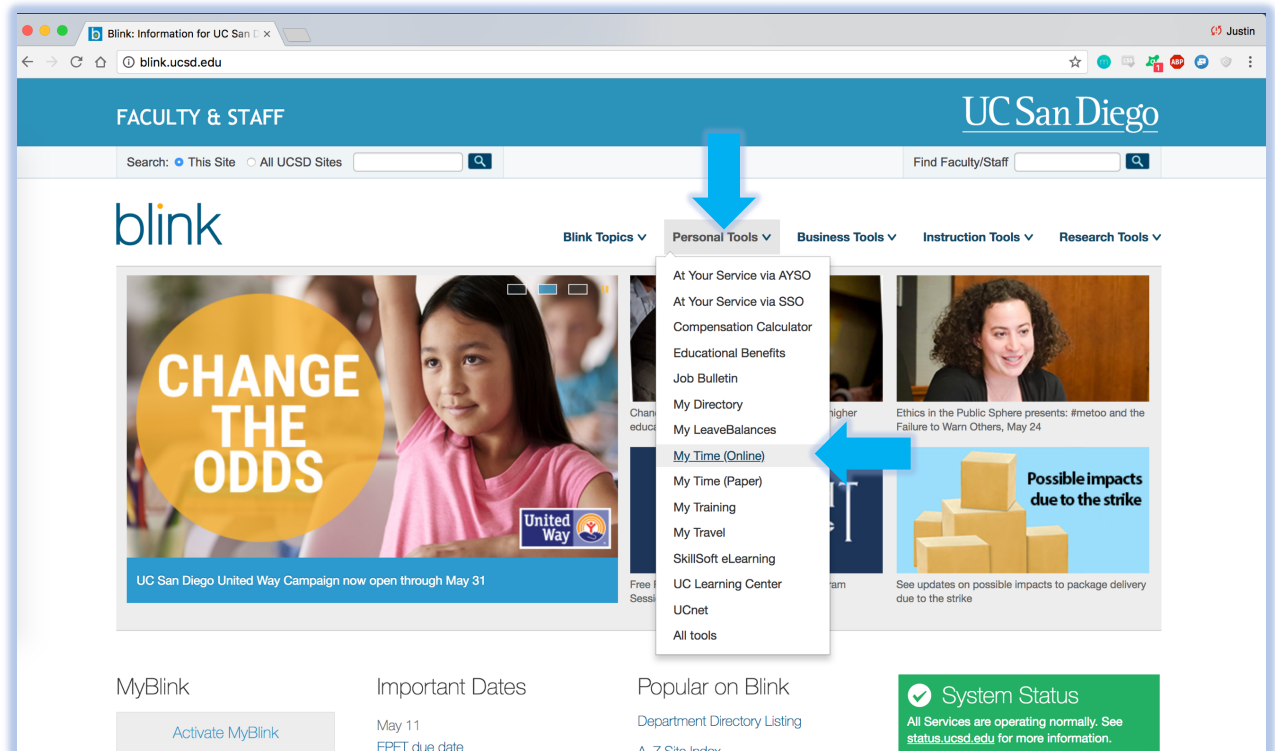
# Time Sheet Submission Guide:

## How do I create and submit my time sheets?

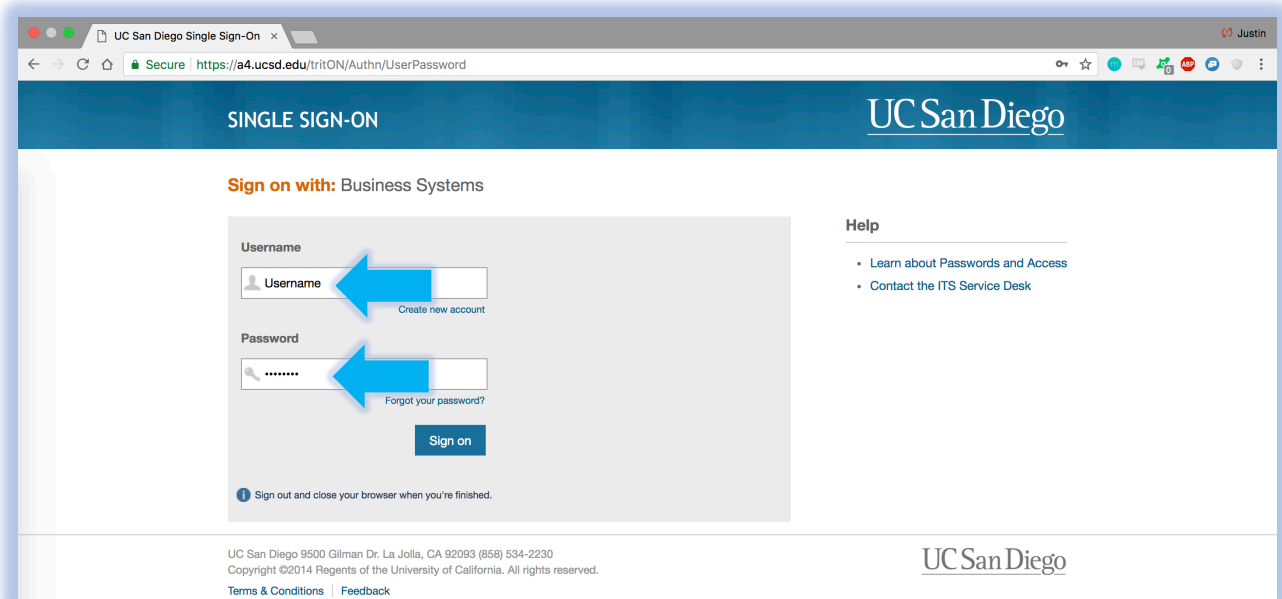
- **Step One:** Go to [blink.ucsd.edu](http://blink.ucsd.edu)



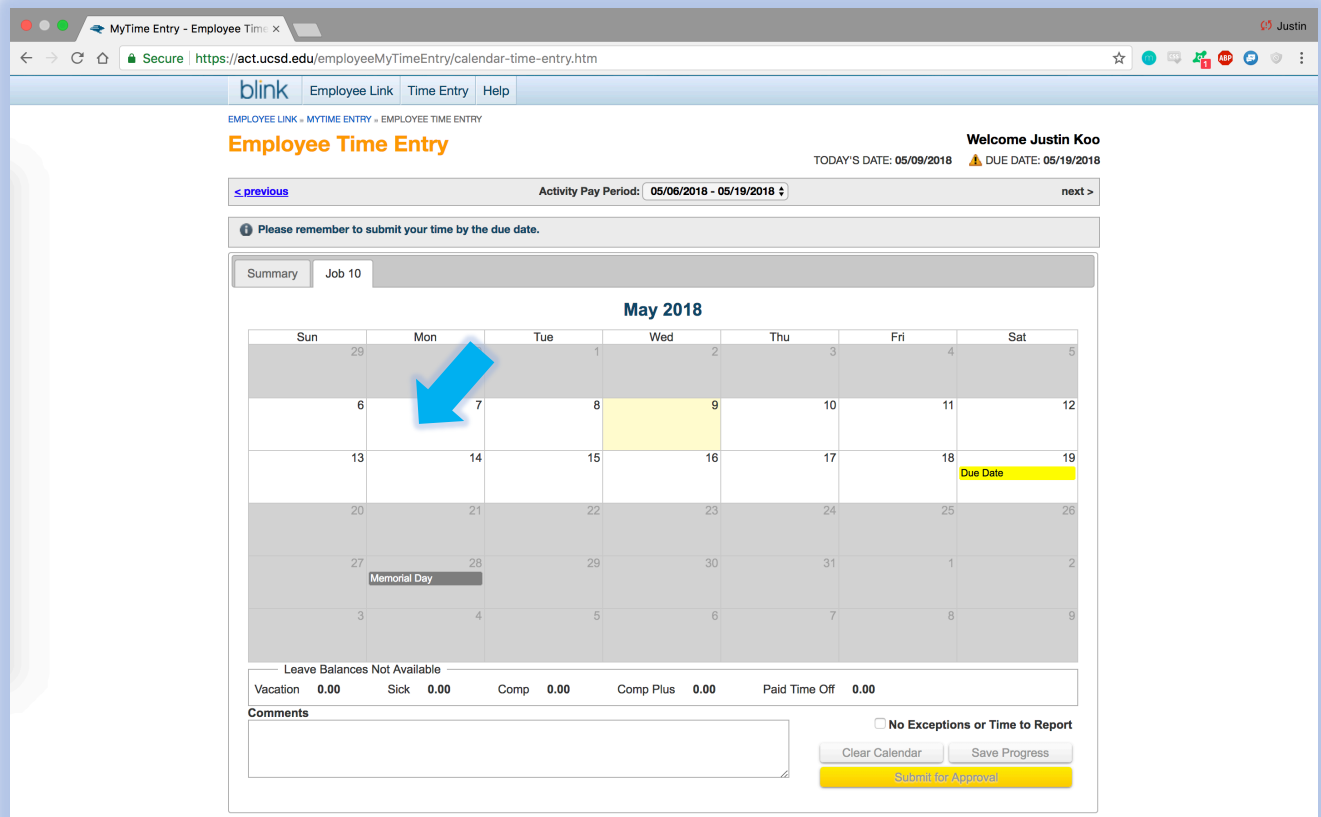
- **Step Two:** Once there, find [My Time \(Online\)](#) under **Personal Tools**



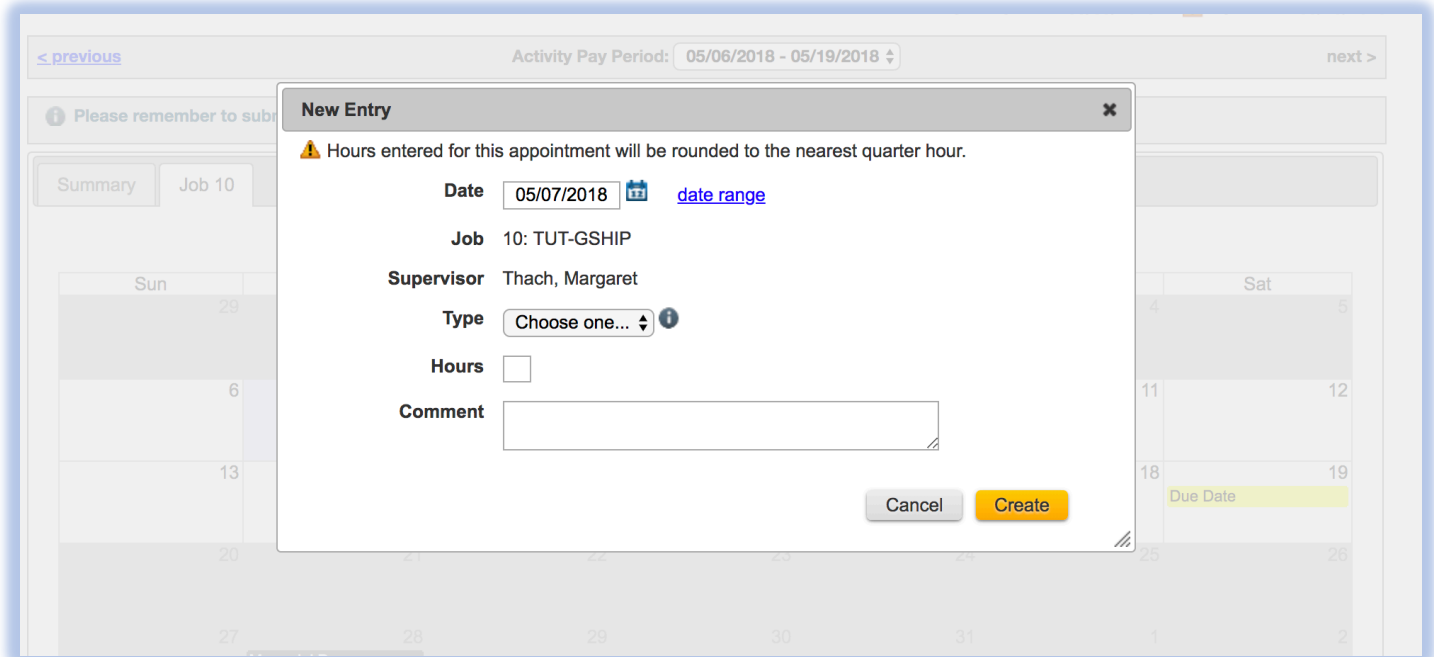
- **Step Three:** Sign on using your **Business Systems Account**. If you need to create a business systems account, you can do so here: <https://blink.ucsd.edu/technology/network/access/business-systems/access.html>



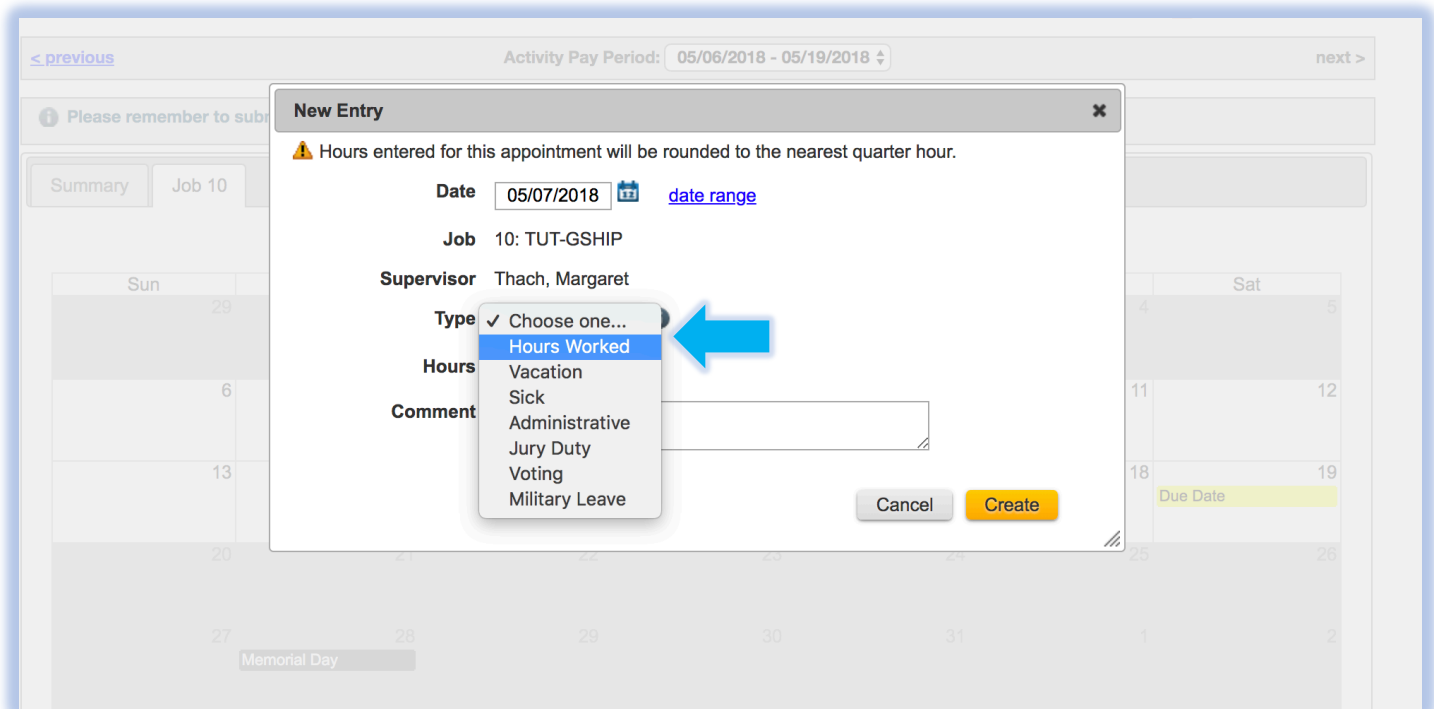
- **Step Four:** You will be directed to the **Employee Time Entry** screen. To begin logging your hours, click on the respective calendar date box.  
👤 We will be using May 7, 2018 as an example.



- **Step Five:** After clicking on the calendar date, you will see the **New Entry** window



- **Step Six:** Select **Hours Worked** under “Type”



- **Step Seven:** Input the hours you worked that day under “Hours”

The screenshot shows a 'New Entry' modal window. At the top, it says 'Activity Pay Period: 05/06/2018 - 05/19/2018'. Below that is a warning: 'Hours entered for this appointment will be rounded to the nearest quarter hour.' The form fields are: Date (05/07/2018), Job (10: TUT-GSHIP), Supervisor (Thach, Margaret), Type (Hours Worked), Hours (3), and Comment (empty). A blue arrow points to the 'Hours' input field. The background shows a calendar grid with 'Memorial Day' on May 28th.

- **Step Eight:** Describe the specific times and type of work you did that day during those hours under “Comments”

This screenshot is similar to the previous one, but the 'Comment' field is now filled with the text: 'Tutoring: 12pm to 2pm' and 'Training: 2pm to 3pm'. A blue arrow points to the 'Comment' text area. The 'Hours' field still contains the number '3'. The rest of the form and background are identical to the previous screenshot.

- **Step Nine:** Click **Create**, and repeat this process for each day you worked
  - Tutors are paid every two weeks; therefore, time sheets are due every TWO weeks!

Activity Pay Period: 05/06/2018 - 05/19/2018

**New Entry**

⚠ Hours entered for this appointment will be rounded to the nearest quarter hour.

Date: 05/07/2018 [date range](#)

Job: 10: TUT-GSHIP

Supervisor: Thach, Margaret

Type: Hours Worked

Hours: 3

Comment: Tutoring: 12pm to 2pm  
Training: 2pm to 3pm

Cancel Create

- To save your time sheets day by day, be sure to click **“Save Progress”** before signing off!

6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

Hours Not Available

Sick 0.00    Comp 0.00    Comp Plus 0.00    Paid Time Off 0.00

No Exceptions or Time Report

Clear Calendar    Save Progress

Submit for Approval

- **Step Ten:** After completing your time sheet for a pay period, click “[Submit for Approval](#)”—You are done!
  - Be sure to do this before the due date!

**April 2018**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
		Hours Worked - 3.5 hrs	Hours Worked - 3 hrs	Hours Worked - 3 hrs		
29	30	1	2	3	4	5
	Hours Worked - 3 hrs	Hours Worked - 3.5 hrs	Hours Worked - 3 hrs	Hours Worked - 3 hrs		Due Date
6	7	8	9	10	11	12

Leave Balances Not Available

Vacation	0.00	Sick	0.00	Comp	0.00	Comp Plus	0.00	Paid Time Off	0.00
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Comments

No Exceptions or Time to Report

- **What if I entered the wrong time?**

- If you enter the wrong time, you are able to click into the calendar entry and update it!

**May 2018**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

A blue arrow points to the calendar entry for Monday, May 7th, which contains the text "Hours Worked - 24.00 hrs". A yellow highlight is visible on the date 19th, labeled "Due Date".

**Update Entry** [Close]

⚠ Hours entered for this appointment will be rounded to the nearest quarter hour.

Date: 05/07/2018 [Calendar Icon]

Job: 10: TUT-GSHIP

Supervisor: Thach, Margaret

Type: Hours Worked [Dropdown]

Hours: 24 [Input Field]

Comment: [Text Area]

[Delete] [Cancel] [Update]

A blue arrow points to the "Hours" input field containing the value "24". Another blue arrow points to the "Update" button.

- **What if I submitted the wrong times?**

- Before a submitted time card is denied or approved, you can click “[Rescind this Time Card](#)”

- This mistake will usually be caught and the time sheet will be denied and you will get to resubmit one with accurate times

**May 2018**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	1	2	3	4	5
6	7 Hours Worked - 3 hrs	8	9	10	11	12
13	14	15	16	17	18	19 Due Date
20	21	22	23	24	25	26
27	28 Memorial Day	29	30	31	1	2
3	4	5	6	7	8	9

Leave Balances Not Available

Vacation **0.00** Sick **0.00** Comp **0.00** Comp Plus **0.00** Paid Time Off **0.00**

**Comments**

No Exceptions or Time to Report

Clear Calendar    Rescind Timecard

**Submit for Approval**

