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- 1 Desde su página inicial/**Homepage**:
- 2 Clic en el menú de **Global Navigation** -en la esquina superior izquierda.
Clic en la aplicación de **Time**.



Enter Time

- This Week (12.25 Hours)
- Last Week (33.5 Hours)
- Select Week

View

- My Schedule
- My Time Off
- Time Off Balance
- Time Clock History

Time Clock

Checked In at 1:00:02 PM

Check In Check Out

- 3 Desde la columna de **Enter Time**, seleccione **This Week**. Las horas trabajadas se enseñarán aquí.

Enter Time

This page is only a view of your weekly time. As a Non-Exempt employee, you must **Check-in** if you are eligible and need to **Request Time Off** or a **Leave of Absence**, use the 'Actions' button.

Please Note: You should not modify or manually enter time here. If you attempt to do so, the system will generate an error message and prevent you from submitting your time entry.

Please work with your Supervisor/Manager/Timekeeper if any time needs to be corrected/updated.

Jul 8 - 14, 2022

Time Period	Sun, 7/10	Mon, 7/11	Tue, 7/12	Wed, 7/13	Thu, 7/14
Time Period Lockout				Unmatched Check-in 1:00:02pm Needs Attention	
Worked Time (In/Out)	8:00am - 12:30pm (3hr)	8:00am - 12:30pm (3hr)			
	4.5 Hours	4 Hours	4 Hours	4 Hours	4 Hours

Summary

Jul 8 - 14, 2022

Regular	12.25
Time Off	0
Overtime	0
On-Call	0
Meal Period	0
Holiday	0
Total	12.25

[Review](#)

- 4 Clic **Review**, en la parte inferior de la página. La página de **Submit Time** se hará visible. Review/Revise el tiempo ingresado.

Employee Certification

I certify that I have reviewed this timesheet and it accurately reflects the times/hours I worked for the pay period indicated. Errors or discrepancies have been addressed and corrected prior to the submission of these worked hours and absences.

Please click the **Submit** button below to send the Time Sheet to your Supervisor/Manager for approval.

Following date range will be submitted for approval.

July 8 - 21, 2022: 12.25 Hours Total

enter your comment

Total for July 8 - 21, 2022

Regular	12.25
Time Off	0
Overtime	0
On-Call	0
Meal Period	0
Holiday	0
Total	12.25

[Submit](#) [Cancel](#)

- 5 Ingrese comentarios si fuese necesario.
- 6 Clic **Submit**. Su tiempo laborado será enviado a su manager para aprobación.
- 7 Workday le enviara una notificación confirmando el envío de su tiempo laborado. Podrá hacer clic en esta notificación, para acceder a información adicional.

You have submitted Time Entry: [redacted] - 12.25 Hours from 07/08/2022 to 07/21/2022

Up Next

Time Entry: [redacted] - 12.25 Hours from 07/08/2022 to 07/21/2022 - Approval by Manager
Due Date 07/13/2022

Details and Process

For [redacted]

Overall Process Time Entry: [redacted] - 12.25 Hours from 07/08/2022 to 07/21/2022

Overall Status In Progress

Due Date 07/13/2022

Details Process

Translated by Tania Gutierrez-Catasus, UCF Translation & Interpretation Certificate