

| PHR EXEMPT TIME ENTRY | |
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| GETTING STARTED | |
| 1. Access PHR Time Entry at http://www.timesheets.umd.edu 2. Login using your UMID and PIN. <input checked="" type="checkbox"/> Your UMID is usually your social security #. Your PIN is the mm/dd/yy format of your six-digit birthdate, unless you've changed your PIN. | |
| EXEMPT/DUTY DAY ENTRY | |
| Completing Your Timesheet | |
| 1. From the <i>Time Entry</i> page, select the appropriate pay period from the Select Pay Period pull-down menu. Select Complete Your Time Record . <input checked="" type="checkbox"/> If you have multiple position appointments, select the appropriate Position ID from the <i>Time Entry - Position Menu</i> screen. 2. From the <i>Time Entry - Duty Day and Leave Record</i> screen, complete all fields and select the appropriate options. <input checked="" type="checkbox"/> Week 1 or Week 2 –In these sections of the time entry record, complete these applicable fields by Day/Date: Duty Days, Annual Lv, Sick Lv, Personal Lv, and Select Addtl LV Cds . 3. Select Update to save the entries. <input checked="" type="checkbox"/> At the end of a pay period, in the Employee Sign Off field, select Yes , then select Update to save the entries. 4. Select Menu to access the <i>Time Entry - Menu</i> screen. 5. From the <i>Time Entry - Menu</i> screen, select Quit to exit. | |
| HELP/SUPPORT | |
| If you need help, contact the PHR Customer Service Center at 301-405-7575. | |
| University of Maryland, BPR/IT Project, Last Revised 12/10/01 | |

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