

PHR NON-EXEMPT TIME ENTRY

GETTING STARTED

1. Access PHR Time Entry at <http://www.timesheets.umd.edu>
2. Login using your UMID and PIN.
 - 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.

NON-EXEMPT TIME ENTRY (SALARIED AND HOURLY)

Completing Your Timesheet

1. From the *Time Entry* page, select the appropriate pay period from the **Select Pay Period** pull-down menu. Select **Complete Your Time Record**.
 - If you have multiple position appointments, select the appropriate **Position ID** from the *Time Entry - Position Menu* screen.
2. From the *Time Entry-Time and Leave Record* screen, complete all fields and select the appropriate options.
 - Select the **Add a Time Slice** button to receive additional TimeIn/TimeOut fields.
 - Week 1** or **Week 2** –In these sections of the time entry record, complete these applicable fields by **Day/Date: Time In, Time Out, Meal Break Min., Annual Lv, Sick Lv, Personal Lv, and Select Addtl LV Cds.**
3. Select **Update** to save the entries.
 - 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 *Time Entry - Menu* screen.
5. From the *Time Entry - Menu* 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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