

FEDERAL WORK-STUDY

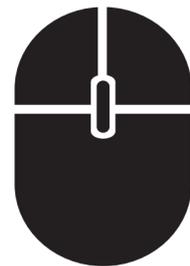
ACCESSING YOUR TIMESHEET

STEP BY STEP

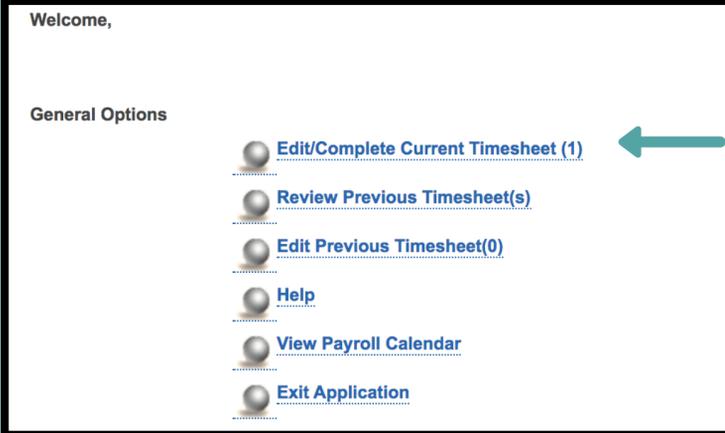
STEP 1

Visit timesheet.ucr.edu

- This is where you will report your biweekly hours.
- Note: Chrome and Firefox are recommended when accessing this site



STEP 2



Click edit/complete current timesheet

STEP 3

Timesheet	Employee Name	Status	Last Updated	Updated By
January 28, 2018 - February 10, 2018	██████████	Employee Saved Timesheet	01/30/2018 10:12:24 AM	██████████

Click on the linked date range under "Timesheet" in blue text.

STEP 4

Verify the information displayed is correct

- Employee Name
- Your Name
- Dates
- Position and Supervisor*
 - Note: If you are an **off-campus** work-study student, please refer to the "System Differences" section on Page 4 for more details about how your position and supervisor are labeled in the system.

STEP 5

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 0 SKL: 39.25	<input checked="" type="checkbox"/>	1	STDT 1	D01171 - Financial Aid		0
				2	STDT 2	D01209 - Dining Services		0

Day of Month	Total Hours	Job 1
Position		STDT 1
SUNDAY JAN 28th, 2018	0	
MONDAY JAN 29th, 2018	0	
TUESDAY JAN 30th, 2018	0	
WEDNESDAY JAN 31st, 2018	0	
THURSDAY FEB 1st, 2018	0	
FRIDAY FEB 2nd, 2018	0	
SATURDAY FEB 3rd, 2018	0	
SUNDAY FEB 4th, 2018	0	
MONDAY FEB 5th, 2018	0	
TUESDAY FEB 6th, 2018	0	
WEDNESDAY FEB 7th, 2018	0	
THURSDAY FEB 8th, 2018	0	
FRIDAY FEB 9th, 2018	0	
SATURDAY FEB 10th, 2018	0	
Total:	0	

Click on the empty space under your Job Title to add your hours next to the designated date. If you have multiple jobs, please make sure you are adding hours under the respective position.

STEP 6

"Time Reporting" Window will Appear to Input Hours

Time Reporting Screen

Date: FRI 02/12 [Apply to Date Range](#)

Time In	Time Out	Hours	Time/Leave Type	Time/Leave Sub-Type	
9:00 AM	12:00 PM	3	Regular Working Hour	Regular	Remove
3:00 PM	5:00 PM	2	Regular Working Hour	Regular	Remove

Total Hours: 5.00

[Add](#)

[Save & Report More Time](#)
[Save & Exit](#)
[Exit Without Saving](#)
[Clear](#)

- Two sections are provided so that you may record your hours worked in between any possible non-paid breaks. You may add another row if needed.
- You cannot work more than 6 hours without taking a break. A minimum of this break may be 30 minutes.
- Confirm the accuracy of reported time by checking your "total hours" reported.

STEP 7

After inputting your hours, make sure to click "Save and Exit". Then click on "Save" on the top right of the page.

Time Reporting Screen

Date: MON 01/29 Apply to Date Range

Time In	Time Out	Hours	Time/Leave Type	Time/Leave Sub-Type	Remove
9:00 AM	12:00 PM	3	Regular Working Hour	Regular	Remove
12:30 PM	5:00 PM	4.5	Financial Aid - STDT 1	Regular	Remove
			Regular Working Hour	Regular	Remove
			Financial Aid - STDT 1		

Total Hours: 7.50

Save & Report More Time
Save & Exit
Exit Without Saving
Clear

Name	Employee ID	Leave Balance	Primary Job	Title	Department	Supervisor	Total Hours
		VAC: 0 SCL: 39.25	1	STDT 1	09171 - Financial Aid		0
			2	STDT 2	09100 - Ongoing Services		0

Day of Month	Total Hours	Job 1	Job 2
SUNDAY JAN 20th, 2018	0	STDT 1	STDT 2
MONDAY JAN 22nd, 2018	0		
TUESDAY JAN 23rd, 2018	0		
WEDNESDAY JAN 24th, 2018	0		
THURSDAY FEB 1st, 2018	0		
FRIDAY FEB 2nd, 2018	0		
SATURDAY FEB 3rd, 2018	0		
SUNDAY FEB 4th, 2018	0		
MONDAY FEB 5th, 2018	0		
TUESDAY FEB 6th, 2018	0		
WEDNESDAY FEB 7th, 2018	0		
THURSDAY FEB 8th, 2018	0		
FRIDAY FEB 9th, 2018	0		
SATURDAY FEB 10th, 2018	0		
SUNDAY FEB 11th, 2018	0		
TOTAL:	0		

If you are an on-campus work-study student, proceed with Step 8 and you are done!



If you are an off-campus work-study student, please wait and follow the steps on Page 4 and 5!

STEP 8

Once you have confirmed that your hours are accurate and saved, you may proceed to "Submit to Supervisor".

[Save](#)

[Main Menu](#)

[Submit to Supervisor](#)

OFF-CAMPUS WORK-STUDY TIMESHEET

FOLLOW STEPS 1-7

Please follow Step 1-7 listed above. When doing so, you may notice that some details are different from an on-campus work-study student.

SYSTEM DIFFERENCES

Position and Supervisor in Step 4

- Your position will be labeled as "Student Aid Outside Agency" and Monica will be indicated as your supervisor. Your official supervisor will be the person who signed your Federal Work-Study Student Employment Contract. This would not prevent you from submitting your timesheet.

UNIVERSITY OF CALIFORNIA, RIVERSIDE

Time & Attendance Reporting System

January 24, 2021 - February 06, 2021

Name	Employee ID	Leave Balances	Primary	Job	Title	Department	Supervisor	Total Hours
		VAC: 0 SKL: 0	✓	1	STDT AID OUTSIDE AGENCY	D01171 - Financial Aid	Martinez-Daniels, Monica	15

SCREENSHOT YOUR TIMESHEET

Take a screenshot your timesheet or "Save as PDF". Then click "Submit to Supervisor".

The screenshot shows the 'Time & Attendance Reporting System' interface. At the top, there are fields for Name, Employee ID, Leave Balances (VAC: 0 SKL: 0), Primary (checked), Job (1), Title (STDT AID OUTSIDE AGENCY), Department (D01171 - Financial Aid), Supervisor (Martinez-Daniels, Monica), and Total Hours (15). Below this is a 'Submit to Supervisor' button. The main part of the screenshot is a timesheet grid with columns for 'Date of Month', 'Position', and 'Job' (JOB 1, JOB 2). The grid shows dates from Sunday, Jan 24, 2021, to Saturday, Feb 13, 2021, with corresponding time entries for each day.

STEP 9

Email your screenshot or PDF of your timesheet to your off-campus employer so they can sign it. Your supervisor can sign it electronically.

STEP 10

Your supervisor should then email the signed timesheet to workstudy@ucr.edu for processing.

That's it! You are done!