

Entering Time @ the UofA

1. You will receive a series of 3 emails finalizing your hire. The first two will assist you with setting up your UANetID and password, which is what you will use to log into UAccess Employee where you can access your timesheet amongst other important employee information.
2. Paydays are every-other Friday and timesheets are due on opposite Fridays or earlier if your supervisor designates. *Make sure your supervisor has approved your timesheet by the end of the day Friday to ensure you are paid the following Friday payday.*
3. To access your timesheet, go to: <http://uaccess.arizona.edu/>
 - a. Click on Employee / Manager Self Service
 - b. Enter your NetID and password
 - c. Click on Main Menu > Self Service
 - d. Go to Time Reporting > Report Time > Timesheet to access your timesheet

Time Reporting Hints

- i. If you were hired in the middle of the pay period, try changing the view from “pay period” to “day” or “week” and change the date to the first date of the position. If this fails, contact the Business Office.
 - ii. Call or email the Business Office if you have questions about which time reporting code you should enter.
 - iii. If you miss the Wednesday reporting deadline, make sure you notify your supervisor / time approver to approve your late timesheet.
 - iv. Supplemental Comp hours cannot be entered on holidays
 - v. You can go back two pay periods to correct or enter time. Click the “Previous Time Period” and tell your supervisor to approve the hours.
- You are encouraged to set up direct deposit. It’s a liability for the Business Office to hold onto physical checks and can only do so for a week before they will be sent back to Payroll. You can set up direct deposit in UAccess Employee Self Service > Payroll and Compensation > Direct Deposit.
 - Pay weeks run from Monday to Sunday. All overtime must have prior approval from your supervisor in addition to notifying the SWES Business Office staff (Linda Heffernan or Christie Mills).
 - If you have any questions regarding timesheets or payroll, please contact [Linda Heffernan](#) or [Christie Mills](#)

UAccess Information Sheet

FOR NEW HIRES WITH AN EXISTING NETID:

1. Turn in hiring paperwork, after roughly 1 week, your EMPLID will be assigned.
2. Go to: <http://uaccess.arizona.edu/>
 - a. Click on Employee / Manager Self Service
 - b. Enter your NetID and password
 - c. Click on Self Service
 - d. Go to Report Time to enter your timesheet.

Time Reporting Hints

- i. If you were hired in the middle of the pay period, try changing the view from “pay period” to “day” or “week.”
 - ii. There are lots of reporting codes in the drop down menu. Ask for help if you are confused.
 - iii. You will be paid bi-weekly on Fridays. Timesheets are due on Wednesdays of the non-pay week.**
 - iv. If you miss the Wednesday reporting deadline, make sure you notify your supervisor / time approver to approve your late timesheet.
- The U of A encourages you to set up direct deposit. On UAccess self service, you can access direct deposit settings, tax information, etc.
**If you had direct deposit in the past, your information may still be in the system. Please verify that your banking information is correct.*
 - Pay weeks run from Monday to Sunday. All overtime must have prior approval from your supervisor in addition to notifying the SNRE staff. [BizSNRE@cals.arizona.edu](mailto: BizSNRE@cals.arizona.edu)
 - If you have any questions regarding timesheets or payroll, please contact [BizSNRE@cals.arizona.edu](mailto: BizSNRE@cals.arizona.edu)

UAccess Information Sheet

FOR EMPLOYEES ALREADY ACTIVE AT THE UA:

1. The business staff will turn in your hiring paperwork per your supervisor's instruction.
2. Go to: <http://uaccess.arizona.edu/>
 - a. Click on Employee / Manager Self Service
 - b. Enter your NetID and password
 - c. Click on Self Service
 - d. Go to Report Time to enter your timesheet.

Time Reporting Hints

- i. If you were hired in the middle of the pay period, try changing the view from "pay period" to "day" or "week."
 - ii. There are lots of reporting codes in the drop down menu. Ask for help if you are confused.
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 - Pay weeks run from Monday to Sunday. All overtime must have prior approval from your supervisor in addition to notifying the SNRE staff. SNREBiz@cals.arizona.edu
 - If you have any questions regarding timesheets or payroll, please contact SNREBiz@cals.arizona.edu