1. Browse to the UCM homepage (http://ucmo.edu/) and select Faculty & Staff then MyCentral or type in http://mycentral.ucmo.edu to access Banner Self Service.

2. Login using your 700# (User ID) and MyCentral Password. The first time you LOGIN, your PASSWORD will be your birthday – two digit month, two digit day, two digit year format (i.e. someone born on September 5, 1958 would enter 090558), click Login. Next you will be asked to enter a new MyCENTRAL PASSWORD and you may be asked to provide a simple question and answer which will be used in case you forget your password.

3. Click the Employee tab and then under the “UCM Employee” heading click Time Sheet.

4. If you have more than one job, you will see them listed on the left side of the screen. Be sure to choose the one for which you want to input hours. On the right side, select the pay period and click Time Sheet.

5. At the next screen, select Enter Hours under the date column that you need to enter hours. Be sure to choose the correct earning code (regular, vacation, sick, personal, etc.) on the left side of the screen that corresponds to the time you are entering.

6. This will take you to another screen. If appropriate, enter the correct Shift code (1 – Days, 2 – Evenings, or 3 – Nights). In the Hours field, enter the number of hours for the earnings code you selected for the day. Remember to enter the hours in .25 hour increments. Then click Save. Click Next to move to the next page of the time sheet.

7. If you need to report the same type of hours (regular, vacation, sick, personal, etc.) over several days, you may enter the hours for a single day and then click Save. Next click on Copy. Click on the days within the pay period that have the same type of hours you are reporting and then click on Time Sheet.

8. When you are finished with your time sheet, click Preview to double check your work. Click Previous Menu to return to your time sheet to make any changes.

9. **You will submit your time sheet only at the end of the pay period. Be sure to make changes before you submit, as you will not be able to edit your entries after you submit the time sheet to your approver.** To exit, click on the word Logout on the top right of the screen.

10. **Optional:** Click Comments to communicate with your supervisor/approver. After making your remarks, click Save and the Previous Menu to return to the time sheet.

11. At the end of the pay period, when all entries have been made, click Submit for Approval to forward your time sheet for approval. Enter your MyCentral Password and click Submit to confirm the submission.

12. **Remember:** Your hours can only be edited and/or changed within the current pay period and before the approval process has been completed. Make sure your hours are correct before you submit your time sheet for approval.
Web Time Entry: Important Information

The time sheet period will display different dispositions/Statuses that are critical in starting and completing your web time entry process.

- NOT STARTED – you have not started your time sheet
- IN PROGRESS – you are in the process of entering your time for the pay period
- PENDING – you submitted your time sheet and it is waiting approval from your supervisor
- RETURNED FOR CORRECTION – your time sheet is being returned to you for correction; make corrections and resubmit
- APPROVED – your time sheet has been approved and is ready for payroll to process
- COMPLETED – payroll received and processed your time sheet

You are responsible for VERIFYING that your time sheet has been approved prior to the SUBMIT BY DATE. Your time sheet must be APPROVED by the SUBMIT BY DATE, not simply submitted for approval.

If your time sheet is not approved by the SUBMIT BY DATE, your pay check may not be generated. It is imperative that you CONFIRM your time has been successfully approved before the required date.

You should enter your time worked on a DAILY basis in your time sheet.

The system will automatically calculate any OVERTIME or COMPENSATORY TIME that is due. Just enter the total number of hours you work each day. Remember that you must first be eligible in order to request and/or take compensatory time. Please see Overtime Procedures on the HR website for further information.

Crisis leave, FMLA sick leave, and FMLA vacation leave will now show up as an option under the earnings codes. Unless you have been approved and instructed to enter these leave codes, do not use. If you enter hours without approval from HR, you will not be paid for those hours.

HOLIDAY pay is no longer automated. You must select the Holiday earnings code and enter the appropriate number of hours for the Holiday pay.

If you have any questions about entering your time, please contact your HR Generalist at ext. 4255.