

Demo Org Chart

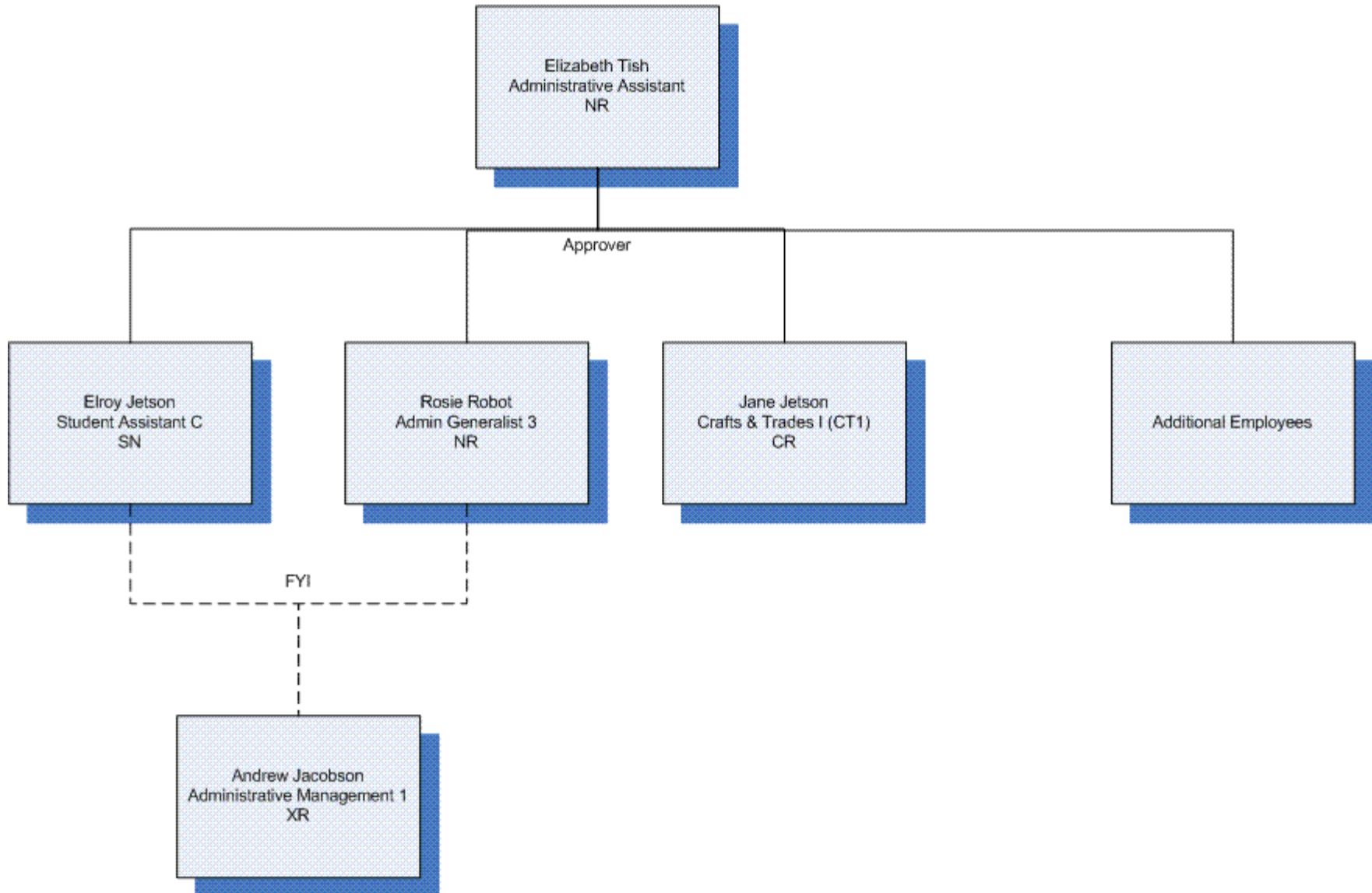


Figure 1 – Organization chart for employees used in time sheet demonstration

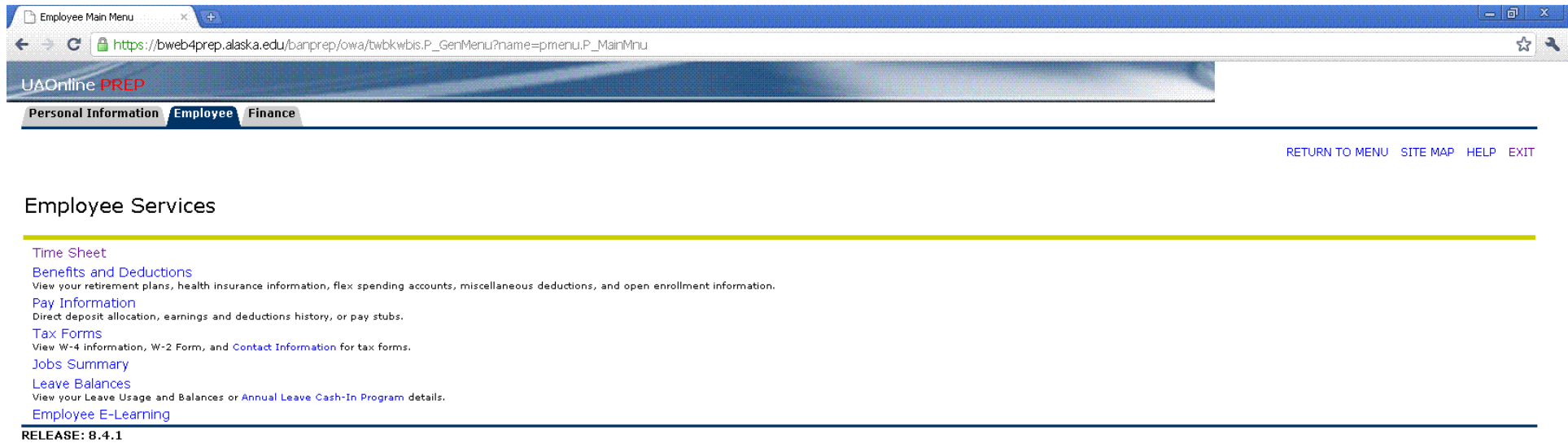


Figure 2 – UAOnline employee menu with time sheet link added

https://bweb4prep.alaska.edu/banprep/owa/bwpk.tals.P_SelectTimeSheetRoll

UAOnline **PREP**

Personal Information **Employee** Finance

RETURN TO EMPLOYEE MENU SITE MAP HELP EXIT

Position Selection

To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice Pay Period and Status
Student Assistant C, 900004-00 Butrovich Bldg 2nd Floor, TB00	Nov 21, 2010 to Dec 04, 2010 (R25) Not Started
Student Assistant C, 920413-00 School of Management, T135	Dec 05, 2010 to Dec 18, 2010 (R26) Not Started

Time Sheet

[[Leave Balances](#) | [Job History](#)]

RELEASE: 8.3

Figure 3 – Employee time sheet selection screen

Time Sheet for Elroy Joseph Jetson

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Student Assistant C -- 900004-00 **Time Sheet Period:** Nov 21, 2010 to Dec 04, 2010 (R25)
Employee Class: SN -- Student-non FICA taxable **Scheduled Pay Date:** Dec 17, 2010
Department and Number: Butrovich Bldg 2nd Floor -- T800 **Submit By Date:** Dec 06, 2011 by 11:59 P.M.

[View Default Labor Distribution](#)

# Earnings Code	Total	Fund Name	Fund	Orgn	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat	28 Sun	29 Mon	30 Tue	01 Wed	02 Thu	03 Fri	04 Sat
1 Student Hourly (050)		UAF General Funds	103010	50230														
2																		
3																		
4																		
Total:																		

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.3

Figure 4 – Employee time sheet, newly started

Time Sheet for Elroy Joseph Jetson

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Student Assistant C -- 900004-00 **Time Sheet Period:** Nov 21, 2010 to Dec 04, 2010 (R25)
Employee Class: SN -- Student-non FICA taxable **Scheduled Pay Date:** Dec 17, 2010
Department and Number: Butrovich Bldg 2nd Floor -- T800 **Submit By Date:** Dec 06, 2011 by 11:59 P.M.

[View Default Labor Distribution](#)

# Earnings Code	Total	Fund Name	Fund	Orgn	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat	28 Sun	29 Mon	30 Tue	01 Wed	02 Thu	03 Fri	04 Sat
1 Student Hourly (050)	20	UAF General Funds	103010	50230		2		4	2	2		2		4	1.75	2.25		
2																		
3																		
4 Student Hourly (050)																		
Student Workstudy (055)																		
Commissions (720)																		
Leave Administrative (465)	20					2		4	2	2		2		4	1.75	2.25		
Piece Rate - \$10.30/Unit (760)																		
Student Overtime Fica Exempt (305)																		
Leave Worker's Compensation (621)																		

Submitted for Approval By:

Approved By:

Waiting for Approval From:

RELEASE: 8.3

Figure 5 – Employee time sheet, in progress

Time Sheet for Elroy Joseph Jetson

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Your time sheet was submitted successfully.

Time Sheet

Title and Number:	Student Assistant C -- 900004-00	Time Sheet Period:	Nov 21, 2010 to Dec 04, 2010 (R25)
Employee Class:	SN -- Student-non FICA taxable	Scheduled Pay Date:	Dec 17, 2010
Department and Number:	Butrovich Bldg 2nd Floor -- T800	Submit By Date:	Dec 06, 2011 by 11:59 P.M.

[View Default Labor Distribution](#)

Earnings Code	Total	Fund Name	Fund	Orgn	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat	28 Sun	29 Mon	30 Tue	01 Wed	02 Thu	03 Fri	04 Sat
Student Hourly (050)	20	UAF General Funds	103010	50230		2		4	2	2		2		4	1.75	2.25		
Total:	20					2		4	2	2		2		4	1.75	2.25		

[Position Selection](#) [Comments](#) [Return Time](#)

Submitted for Approval By: You on May 17, 2011
Approved By:
Waiting for Approval From: Elizabeth Tisch

RELEASE: 8.3

Figure 6 – Employee time sheet, completed and submitted

Time Sheet/Leave Request... x


https://bweb4prep.alaska.edu/banprep/owa/bwpk.tals.P_SelectTimeSheetRoll

UAOnline **PREP**

Personal Information **Employee** Finance

[RETURN TO EMPLOYEE MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

Time Sheet/Leave Request/Proxy

 Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**.

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	<input type="text" value="Self"/>
Act as Superuser:	<input type="checkbox"/>

[Proxy Set Up](#)

RELEASE: 8.3

Figure 7 – Approver screen to access own time sheet or approve time sheets

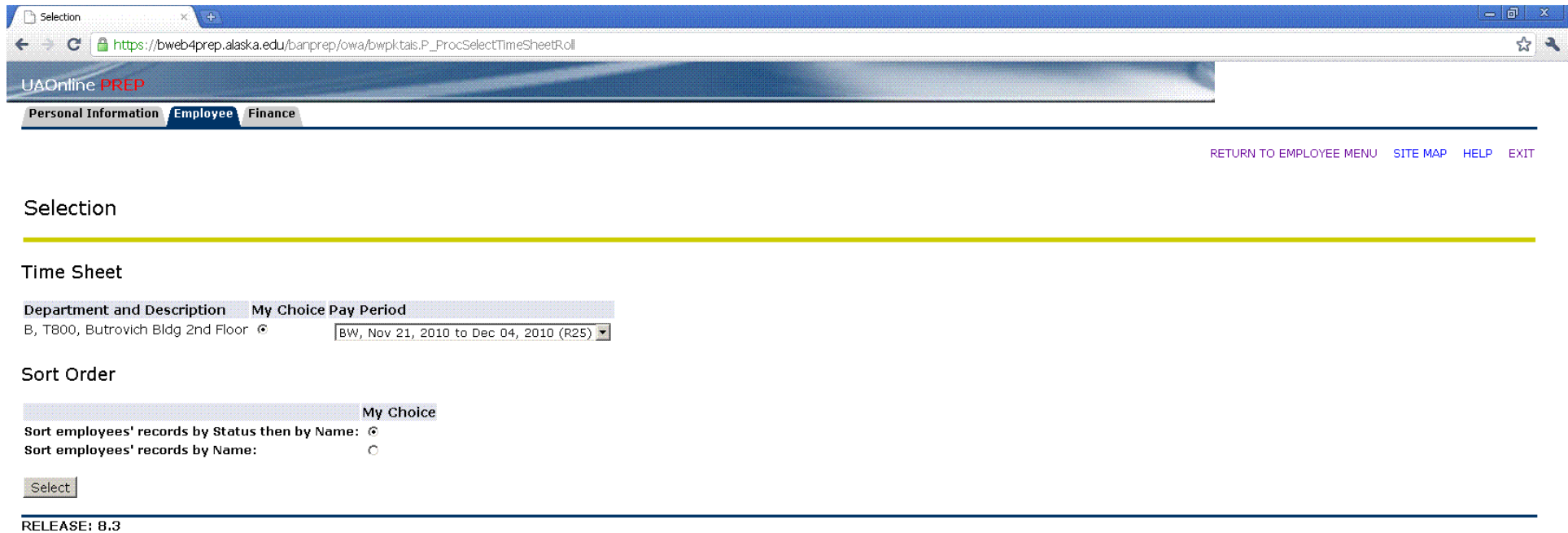


Figure 8 – Approver department selection screen

Summary

Click under Approve/Acknowledge or Return for Correction, and then click **Save**. For more detailed information, click the employee's name.

COA: B, University of Alaska
 Department: T800, Butrovich Bldg 2nd Floor
 Pay Period: Nov 21, 2010 to Dec 04, 2010 (R25)
 Act as Proxy: Not Applicable
 Pay Period Time Entry Status: Open until Dec 06, 2011, 11:59 P.M.

Change Selection Select All, Approve or FYI Reset Save

Pending									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
30039906	Elroy Joseph Jetson 900004 - 00 Student Assistant C	Approve	20.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Labor Overrides Leave Balance
30039907	Rosie The Robot 100012 - 00 Admin Generalist 3	Approve	16.00	.00		<input type="checkbox"/>	<input type="checkbox"/>		Change Time Record Leave Balance

Approved									
ID	Name, Position and Title	Required Action	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
30039891	Brad Thomas Whitford 100222 - 00 Admin Specialist 2		40.00	.00	Approved				Labor Overrides Leave Balance

In Progress									
ID	Name, Position and Title	Total Hours	Total Units	Cancel	Other Information				
30039616	Peter Criss 900004 - 00 Student Assistant C		32.00	.00	Labor Overrides Leave Balance				

Not Started									
ID	Name, Position and Title	Other Information							
30028352	Franklin William Adler 790001 - 00 Professor								
30030408	Student OT Adler 101042 - 00 Computer Operator								
30013469	Barb A Bennett								

Figure 9 – Approver department summary screen

Employee Detailed Information

To select the next or previous employee (if applicable), click either **Next** or **Previous**.

Employee ID and Name: 30039906 Elroy Joseph Jetson
Title: 900004-00 Student Assistant C
Employee Class: SN -- Student-non FICA taxable

Department and Description: B T800 Butrovich Bldg 2nd Floor
Transaction Status: Pending

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Delete](#) [Add Comment](#) [Next](#)

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings Code	Total	Fund Name	Fund	Orgn	21 Sun	22 Mon	23 Tue	24 Wed	25 Thu	26 Fri	27 Sat	28 Sun	29 Mon	30 Tue	01 Wed	02 Thu	03 Fri	04 Sat
Student Hourly (050)	20	UAF General Funds	103010	50230		2		4	2	2		2		4	1.75	2.25		
Total:	20					2		4	2	2		2		4	1.75	2.25		

Routing Queue

Name	Action and Date
Elroy Joseph Jetson	Originated May 17, 2011 03:49 pm
Elroy Joseph Jetson	Submitted May 17, 2011 03:54 pm
Andrew J Jacobson	Pending
Elizabeth Jo Tisch	Pending

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Nov 21, 2010	100.00		103010	50230	1640	3061GA				

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Delete](#) [Add Comment](#) [Next](#)

[Time Sheet](#) | [Routing Queue](#) | [Account Distribution](#)

Figure 10 – Approver time sheet detail screen