

UPEI Electronic Timesheet Submission for Students and Staff

Log on to UPEI website and go to *campus login* - Use ID and PIN to login.

- Click “Enter Timesheet” (If no such menu item is listed, contact your supervisor).
- This will either display a list of departments or an electronic version of a timesheet for the two week pay period not yet submitted.
- **To enter hours**, click on the day and either type or use the arrow buttons to enter amount of hours. **Please ensure you are in the correct biweekly reporting period.** *Note: the Employee Title, Rate of Pay and Job Period items on the sheet are taken directly from employment agreement with the department, contact Supervisor if any are incorrect.* If work will continue beyond the date of the Job Period, new paperwork will be needed to activate further e-sheets - contact your Supervisor. The note field is provided as an option for communication should there be some explanation required on a certain day. It is not a mandatory field. *Please be concise.*
- To keep the sheet from the submitted list, click the **Save as Draft** button on the bottom right of the form.
- **To save entries click Submit.** The sheet will still be available for editing, but will also show on Supervisor’s list for next submission. **However, note that once a sheet is Approved, no further edits can be made.** To keep the sheet from the submitted list, click the *Save as Draft* button on bottom right of form. If hours from a previous pay period need to be submitted, click the <PREVIOUS option at top of form to move back through pay periods to the date required (must be within employment agreement time period). Enter hours as above. Hours may be entered for the full two week period shown on the sheet as the electronic sheet deadline is Monday of the pay week between pay periods (rather than Wednesday of the pay week). **See supervisor for specific departmental timing on Monday.**
- When hours have been entered to the Saturday maximum and are ready to submit for pay, click Submit button on the bottom left of the form. Begin entering hours on new sheet for next pay period.

Other Screen Options

- **View and Edit** menu bar item at top of screen allows movement between open sheets and sheets submitted. **To view sheets submitted**, go to top of View and Edit list to pull-down menu with the View button beside it. Click on the arrow and select Closed Only, then View. *My Timesheet* menu bar item at top of screen returns you to most current timesheet.
- **Void button will permanently delete a timesheet from the system.** Use only if sheet is not required. If a mistake is made, it is easier to delete the hours and/or save as a draft, because once a sheet is voided it cannot be re-edited.
- *Close Window* to log out of software.

For further information or assistance please email us at payroll@upe.ca