

# UAccess Employee updates to Time Reporting. As of June 24th, 2019

**Note:** Timesheets only show one week at a time.

1. Use **Approvals** to approve reported time.
  - a. Supplemental Compensation approvals are included here.

View By	Type	Count
All		3
Reported Time		2
UA Supplemental Compen:		1

  

Approval Type	Employee/Job	Start Date	End Date	Status
Reported Time	Student-Workforce Syst	04/22/2019	04/22/2019	Routed
Reported Time	23287450- Job 0	05/27/2019	05/30/2019	Routed
UA Supplemental Compensation	1389635 Ravneet S Chadha	05/30/19		Routed
	16408650 - Abbie Montenegro			
	New			

2. Use **Team Time** to enter, edit, and approve time
  - a) Enter Time – Direct access to timesheets
  - b) Use the Manager Search Options tab to set and save search configurations

Name/Title	Exceptions	Hours to be Approved
Alexander, Toni L Assistant Dean		
Allen, Treya Senior Academic Advisor II		40.00
Bessick, Benjamin J Info Tech Supp Analyst, SR		8.00
Bourgeois, Yvonne Rose		

Contact Payroll for more information:  
<https://www.fso.arizona.edu/payroll>