

PHR HOURLY TIME ENTRY
GETTING STARTED
<p>1. Access PHR Time Entry at http://www.timesheets.umd.edu</p> <p>2. Login using your UMID and PIN.</p> <p><input checked="" type="checkbox"/> Your UMID is usually your social security #. Your PIN is the mm/dd/yy format of your six-digit birthdate, unless you've changed your PIN.</p>
HOURLY TIME ENTRY
<p>Completing Your Timesheet</p> <p>1. From the <i>Time Entry</i> page, select the appropriate pay period from the Select Pay Period pull-down menu. Select Complete Your Time Record.</p> <p><input checked="" type="checkbox"/> If you have multiple position appointments, select the appropriate Position ID from the <i>Time Entry - Position Menu</i> screen.</p> <p>2. From the <i>Time Entry-Time and Leave Record</i> screen, complete all fields and select the appropriate options.</p> <p><input checked="" type="checkbox"/> Select the Add a Time Slice button to receive additional TimeIn/TimeOut fields.</p> <p><input checked="" type="checkbox"/> Week 1 or Week 2 –In these sections of the time entry record, complete these applicable fields by Day/Date: Time In, Time Out, Meal Break Min.</p> <p>3. Select Update to save the entries.</p> <p><input checked="" type="checkbox"/> At the end of a pay period, in the Employee Sign Off field, select Yes, then select Update to save the entries.</p> <p>4. Select Menu to access the <i>Time Entry - Menu</i> screen.</p> <p>5. From the <i>Time Entry - Menu</i> screen, select Quit to exit.</p>
HELP/SUPPORT
<p>If you need help, contact the PHR Customer Service Center at 301-405-7575.</p>
<p>University of Maryland, BPR/IT Project, Last Revised 12/10/2001</p>

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