

## Filling Out Timesheets:

First, go to [timesheets.umd.edu](https://timesheets.umd.edu).

Make sure to select the correct pay period from the dropdown window. If you complete your timesheet on Friday, you can leave it on “Current Pay Period.” If you visit the page sometime after that, you may need to select “Last Pay Period” to make sure you are completing for the right dates.

Once you’ve selected the right pay period, click “Complete Your Time/Leave Record” under the Employees header.

Once you are looking at your timesheet, again, make sure you are looking at the right dates. Below is an example of what a timesheet would look like:

**NOTE: ANY hourly time record that IS NOT approved by a supervisor WILL result in the employee NOT being paid for the hours recorded.**

Pay Period: 2020:24      From: 05/10/20      To: 05/23/20

WEEK 1							
Time Worked:							
Day	Sun	Mon	Tue	Wed	Thr	Fri	Sat
Date	5/10	5/11	5/12	5/13	5/14	5/15	5/16
TimeIn	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	AM ▾	AM ▾	AM ▾	AM ▾	AM ▾	AM ▾	AM ▾
TimeOut	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	PM ▾	PM ▾	PM ▾	PM ▾	PM ▾	PM ▾	PM ▾
(-)Meal Break Mins	-	-0	-0	-0	-0	-0	-
Sick / Safe Lv	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Daily Total Paid Leave	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Daily Tot Hrs Worked	0:00	0:00	0:00	0:00	0:00	0:00	0:00

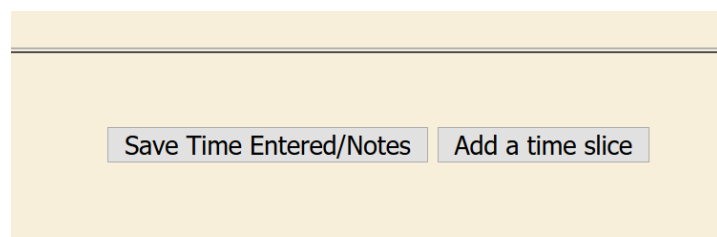
Week 1: Total Hours Paid: 0 Hours 00 Minutes.

Using the “TimeIn” and “TimeOut” fields, you would enter your working hours. Below is an example of a day an intern might have:

Day	Sun	Mon
Date	5/17	5/18
TimeIn	<input type="text"/> : <input type="text"/>	8 :00
	AM ▾	AM ▾
TimeOut	<input type="text"/> : <input type="text"/>	3 :00
	PM ▾	PM ▾
(-)Meal Break Mins	- <input type="text"/>	-30
Sick / Safe Lv	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>

This example shows a day where the intern worked from 8am to 3pm with a 30 minute meal break. *(If you work 6 hours or more, remember that you are entitled to a 30 minute meal break and should record on your timesheet.)* Make sure to toggle the “AM” and “PM” dropdowns as appropriate. When you “Save” your timesheet, your inputs will be saved and will tally your hours at the bottom of each week. Make sure that the hours add up correctly—if they don’t, check your AM and PM boxes and make sure you’ve entered those correctly.

If you work two different shifts in one day, you can click on the “add a time slice” button below each pay week to give yourself more rows.



See below for an example where an intern might need to use a time slice:

Day	Sun	Mon
Date	5/10	5/11
TimeIn	<input type="text"/> : <input type="text"/>	9 :00
	AM ▾	AM ▾
TimeOut	<input type="text"/> : <input type="text"/>	11 :00
	PM ▾	AM ▾
TimeIn	<input type="text"/> : <input type="text"/>	3 :00
	AM ▾	PM ▾
TimeOut	<input type="text"/> : <input type="text"/>	5 :00
	PM ▾	PM ▾
(-)Meal Break Mins	-0	-0
Sick / Safe Lv	<input type="text"/> : <input type="text"/>	<input type="text"/> : <input type="text"/>

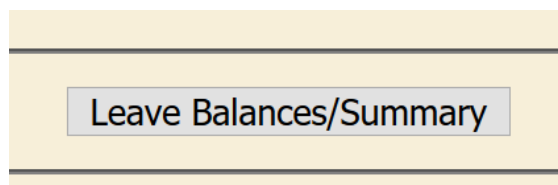
In this example, the intern worked in the morning from 9 to 11am, left to attend classes or other obligations, then returned to work from 3 to 5pm.

### Sick and Safe Leave:

Sick / Safe Lv	8 :00
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Also note the row for “Sick/Safe Leave.” Hourly paid undergraduates are entitled to Sick and Safe Leave which accrues based on the number of hours worked. If you were to need to use this leave, you would input the number of hours on this row. The above example shows an input of 8 hours. More on Sick and Safe Leave here: <https://www.dllr.state.md.us/paidleave/paidleaveposter.shtml>

You can check to see how much sick and safe leave you have accrued by clicking the “Leave Balances/Summary” button at the bottom of your timesheet page:

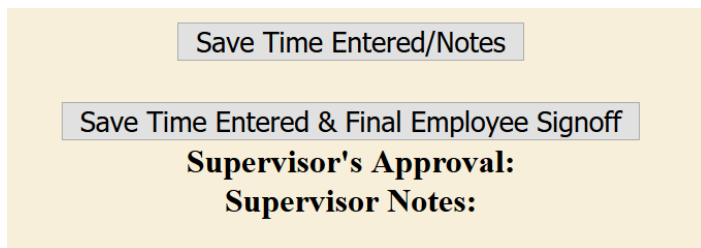


Pursuant to your participation as a JIFSAN intern, keep the following in mind when using Sick and Safe Leave:

- Requests to use leave must be given to both your FDA mentor and the JIFSAN Finance Office (Erica Mudd).
- Leave of 3 or more consecutive days requires a note from a doctor or physician.
- You may not use more leave than your regular schedule allows for. As a reminder, you may work no more than 10 hours during the Spring and Fall semesters and no more than 30 hours during the Summer and Winter. JIFSAN interns who work more than the minimum hours jeopardize their continuation in the program.

### **Completing and Submitting Your Timesheet:**

Once you have entered your hours, breaks, and/or leave appropriately on your timesheet, you must click “Save Time Entered & Final Employee Signoff” to fully submit your timesheet. (Clicking Save Time Entered/Notes will save your inputs but will not submit your timesheet as completed. Final Sign Off must happen for them to be complete.) **Even if you have 0 hours for the week, please remember to still go in and Final Sign Off!**



Mentor approval is needed for all timesheets. This can be achieved a few different ways as FDA mentors do not have access to UMD timesheets. You may:

- Print your timesheet, have your mentor sign, scan and email a copy to Erica Mudd.
- Scan your timesheet to your mentor, they digitally sign, email a copy to Erica Mudd.

- If working remotely, you can email a scan of your timesheet to Erica Mudd and cc your mentor on the email so that they can approve your hours by email.

All timesheets must be sent to Erica Mudd for payroll processing. Timesheet reminders go out every timesheet Friday. Please make sure to complete your timesheets promptly—hourly employees are paid a week behind salary employees and if payroll isn't submitted properly, it jeopardizes getting your pay on time.

If you have any questions about your timesheets or need adjustments made because you entered incorrect hours, please reach out to Erica Mudd and she can assist you. ([elmudd@umd.edu](mailto:elmudd@umd.edu))