

On-Line Time Reporting for Student Hourly Employees

The instructions below cover the submission of work hours via the electronic time reporting system. Each individual employing unit may implement other procedures for maintaining a daily time log for biweekly employees.

- 1) Log onto ISIS using your HawkID and password.
- 2) Click on Student Records on the top bar.
- 3) Click on HR Self Service and Earnings Statements.
- 4) This will bring up your HR Self Service Employee web page. Click on Employee Time Records under Time Reporting.
- 5) Click on the date under **Period Ending** for the appropriate biweekly time period. If you are unsure of the appropriate biweekly time period, you can view the Bi-Weekly Payroll Schedule at www.uiowa.edu/hr/payroll. Then on site links, you will see Payroll Calendar. If you have more than one biweekly student job at the University, you will need to select the electronic employee time record for the appropriate job based on the departmental information provided. If you are unsure of the appropriate job, check with your departmental supervisor.
- 6) Enter your hours by day. The system will add the hours for the weekly total. The following information may be helpful in recording time less than one hour.

All entries are made in hours or tenths of an hour using the following schedule:

6 minutes = .1	24 minutes = .4	42 minutes = .7
12 minutes = .2	30 minutes = .5	48 minutes = .8
18 minutes = .3	36 minutes = .6	54 minutes = .9

You can enter your time daily and simply click on “save and exit” or you can enter all of your time at the end of the biweekly period. Once the biweekly period is over, you must complete the employee time record and click on “submit to supervisor”.

- 7) The first time you “submit to supervisor”, a page will display showing “not listed” under supervisor name. You will need to select “not listed” and click on “continue”.
- 8) You will need to enter the name of the person designated by your employing department. Check with your supervisor to get this designated name. Type the designated person’s name in the last name and first name boxes and click on “continue”.
- 9) Click on the appropriate name and click on “continue”.
- 10) At this point, your time record has been saved in workflow and automatically submitted to the departmental approver of time records.
- 11) The next time you “submit to supervisor”, the name you entered above will automatically be displayed for you to select. If you change jobs, you will need to insure that you select the appropriate person to receive your electronic time record.
- 12) You can view any submitted electronic time records on this same system but you cannot edit the record.

If you have questions or concerns, you may contact Student Employment staff at 335-1460 or student-employment@uiowa.edu.