

## Web Time and Leave Entry Quick Reference Guide for Employees

- 1) Login to VandalWeb at [www.vandalweb.uidaho.edu](http://www.vandalweb.uidaho.edu).
- 2) Select **Employee Menu** tab or **Employee Information** link.
- 3) Select **Web Time Entry/Supervisor Approval**.
- 4) Select **Access My Time Sheet**  
**\* If this option does not appear, move on to next step.**
- 5) Select the appropriate position title and pay period. Click **Time Sheet**.
- 6) To enter hours worked click on the **Enter Hours** link in the Regular Hours row under the correct date. This will display Date, Earning Code, Shift, Time In, Time Out and Total Hours. Enter your Time In and Out, rounding to the nearest 15 minute intervals.
- 7) To enter hours/units of leave clicking an **Enter Units** link in the appropriate leave row under the correct date. This will display 4 informational rows; Earning, Date, Shift and Units. Your timesheet will appear below. Enter the correct amount of hours of leave taken in Units, rounding to the nearest quarter.
- 8) **Click Save after each entry** and before exiting the screen so your information will not be lost.
- 9) Click the **Next** button to access more dates in the pay period and continue entering time worked and/or leave taken, as appropriate.
- 10) Click the **Previous** button to return to the previous screen. **REMEMBER TO SAVE each entry** before exiting the screen so you do not lose your information.
- 11) Repeat as necessary to enter all time worked and/or leave taken for the full two weeks in that pay period.
- 12) Click **Save** when you have completed entering all of your time and/or leave taken.
- 13) Click the **Employee Menu** Tab link to exit the timesheet without submitting at this time  
**OR**
- 14) Click **Submit for Approval** to submit your completed timesheet to your supervisor for approval.

**The deadline having your time or leave reports submitted AND approved is Tuesday at 5pm following payday, unless otherwise indicated on the Payroll Deadline Calendar.**