

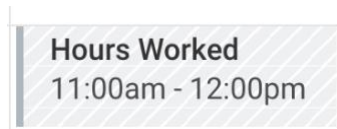
Learning Assistant Timesheet Approval Instructions

Physics Learning Assistants must complete timesheets in order to be paid. Timesheets are completed, submitted and approved in Workday each pay period. There are two paydays in a month. The pay periods each month are the 1st-15th and 16th-30th/31st; payday is approximately 5 days after the end of the pay period.

In order to be paid for hours worked, approved timesheets must be submitted electronically by email to hr@physics.utexas.edu. Detailed instructions are below. Please enter and submit your time regularly. Reminder emails are sent out prior to payroll deadlines. Timesheets must be approved by your supervisor by the payroll deadline.

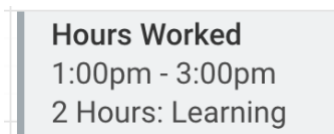
1. Enter hours worked into Workday. Time Entry instructions for Workday:
 - If this is your **only** UT job, follow the [Enter Time for Non-Exempt Employees](#) instructions.
 - If you have **more than one job** at UT, follow the [Enter Time for Multiple Jobs](#) instructions.
2. Check your timesheet to make sure you submitted your time. See illustrations below.

- Time Entered but **not** submitted



Diagonal Lines

- Time Submitted



Solid background (no diagonal lines)

Note: You have to hit submit twice in order for hours to be submitted for approval.

3. Use the printer icon on your timesheet to print it to PDF and send it as an email attachment to your supervisor include hr@physics.utexas.edu as a cc:.

Enter Time

Actions

Non-Exempt Student Time Entry: Work-Study Hours: 0
Non-Work-Study Hours: 10
Absent Time: 0
Timesheet Total: 10

Overtime Worked: 0
Hours On-Call: 0
Shift Premium: 0

Today
<
>
Mar 9 – 15, 2020
View
Week

Mon 3/9	Tue 3/10	Wed 3/11	Thu 3/12	Fri 3/13	Sat 3/14	Sun 3/15
Hours: 2	Hours: 4	Hours: 2	Hours: 2	Hours: 0	Hours: 0	Hours: 0
						Time Period End 03/01/2020 - 03/15/2020

- Your supervisor reviews and approves the time by replying all with their approval. If changes are needed, supervisor can indicate the hours that need to change in the email.

Questions? Contact: hr@physics.utexas.edu