

Starting September 14, 2009

Online Timesheet and Pay Schedule Information **Student Workers**

Step One: Access the Online Tutorial and FAQ

<http://hrs.virginia.edu/online/employees/toc.html>

Before you start filling out your online timesheet, please visit the website listed above. This will bring you to an online demo of the timesheet and timesheet submission process. To navigate to the demo, please expand the section titled "Self-Service Time and Leave" and select "Wage Employee: Entering Hours Worked." Make sure to "Try It" in the demo session and read over the FAQ.

Step Two: Accessing your Online Timesheet and Pay Slip

<http://www.hrs.virginia.edu/online/PaySlip/PaySlipHome.htm>

To access your online timesheet and to view your pay slip, please visit the Integrated System website, which is listed above. Once you click to enter the Pay Slip page, you will encounter this screen:



To reach the log-in screen, simply press "Go" next to "Production and Self Service." Your username for this website is your UVA Computing ID. If you have never accessed the Integrated System before, your password *may* be the last four digits of your social security number. If you have forgotten your password for this site, simply reset your password using the link provided on the log-in page.

Since you are a wage employee, you only need to submit hours, not start and end times worked. Please see the demo for instructions.

Please flip this page over for online timesheet Due Dates

Due Dates for Fall 2009

Your online timesheet must be submitted to your supervisor **by Friday at Noon.**

| <i>Timesheet due date (by Noon)</i> | <i>Pay Period</i> | <i>Pay Date</i> |
|-------------------------------------|--------------------|-----------------|
| Friday, September 25, 2009 | Sept. 14 – 25 | Friday, Oct. 02 |
| Friday, October 09 | Sept. 28 – Oct. 09 | Friday, Oct. 16 |
| Friday, October 23 | Oct. 12 – 23 | Friday, Oct. 30 |
| Friday, November 06 | Oct. 26 – Nov. 06 | Friday, Nov. 13 |
| Friday, November 20 | Nov. 09 – 20 | Friday, Nov. 27 |
| Friday, December 04 | Nov. 23 – Dec. 04 | Friday, Dec. 11 |
| Friday, December 18 | Dec. 07 – Dec. 18 | Friday, Dec. 25 |