

*Starting September 14, 2009*

Online Timesheet and Pay Schedules

## For Managers of Student Workers

*Step One: Access the Online Tutorial and FAQ*

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

Before you start accepting and rejecting online timesheets, please visit the website listed above. This will bring you to an online demo of the timesheet submission process. To navigate to the demo, please expand the section titled “Managing Timecards” and select “Approving Timecards” or “Rejecting Timecards.” 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.

Please see the demo and FAQ for help.

*Please flip this page over for online timesheet Due Dates*

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## Due Dates for Fall 2009

Your online timesheet must be submitted to Maggie and Payroll **by Friday at three.**

<i>Timesheet due date (by 3:00 PM)</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