TIMESHEET POLICY FOR HOURLY EMPLOYEES

Submit your timesheet at:
https://www.myu.umn.edu/

Timesheet Instructions:

- Login into the website from the link listed above. Click on the MyTime tab located on the left side of the page. Click on ‘Submit Timesheet’.

- Select the appropriate week and make sure the correct ‘Date’ is listed. The dates will automatically fill in the punch timesheet.

- Please list time you worked (in and out times) on the timesheet.

- Please make sure to submit your timesheet/hours to your supervisor.

Timesheet Due Dates:

- Timesheets are to be submitted to your supervisor no later than on the Sunday following the end of the pay period.

- Failure to submit your timesheet by the deadline will result in not being paid for those hours until the following pay period. You will not be reminded to turn in your timesheets.

Training:

- Training is available on how to fill out the online timesheet. You can access the training by using the following link, http://upgrade.umn.edu/training/upgradeeducation.html

- To access the course please follow the instructions below.
  - Click on Human Resource System
  - Click on Time Reporting
  - Click on Reporting Time Course

Payday Information:

- Direct Deposit is a free service that electronically deposits your paychecks directly into your bank account on paydays. You must enroll in Direct Deposit by visiting the Employee Center website at https://www.myu.umn.edu/psp/psprd/EMPLOYEE/EMPL/s/WEBLIB_IS_AW.ISCRIPT1.FieldFormula.IScript_AsemblePage?AWGroupID=UM_EMPLOYEE_CENTER&AWPageID=UM_EMPLOYEE_CENTER&AWObjName=UM_EMPLOYEE_CENTER_LPG&pslnkid=UM_HR_EMPLOYEE_CTR and logging in with your University of Minnesota Internet ID and password. Once registered, you can make changes or add additional accounts to your direct deposit, and access your pay statement online through the MyU portal.

- If you do not enroll in Direct Deposit your paychecks will be mailed to your home address on paydays. If you have a question about where your paycheck will be mailed, visit the MyU portal at http://www.myu.umn.edu/ and click on "MyInfo" to view or change your address.

**If you have any questions, please contact Elsa Stork at ekstork@umn.edu or (612) 625-6110.