EMPLOYEE INSTRUCTIONS FOR ELECTRONIC TIMETRACKER

1. Go to Time Tracker at https://my.aces.illinois.edu/timetracker .

2. Login with your NetID and Password.

3. Under the Time Tracker menu bar – Select "My Timesheets".

4. When starting a new timesheet, please make sure you are in the correct pay period. You can select the pay period in the drop down menu.

    - If you have a second job, please make sure you select the correct job under the Job drop down menu.

5. Locate the correct date and click "Add time" to enter the time you started working and the time you ended working. After you have entered your hours on the correct day, click "Add time" again.

    - The timesheet will automatically figure tenths of an hour so you can use exact minutes. Make sure you notate AM or PM in the time field.
    - The timesheet will automatically total the weeks separately.
    - Under Description, provide a brief description of the work if required by your supervisor.
    - If you work multiple shifts for the same job in one day, you can click "Add time" and add your additional hours here.
    - If you leave your timesheet, you can go back in and edit it at any time before submitting.
        - To edit, click on the hours you need to change and click "edit". Change anything necessary and "Save".
    - If you work the same shift on several different days, you can copy your shift by clicking on it and click "Copy". This will bring up the "Copy" window and you can click each day you want to apply the same shift to. When this has been completed, click "Add Time".
    - If you need to delete any hours you have entered, click the shift to be deleted and click "Delete". This will bring up the "Delete" window. Confirm you would like to delete these hours by clicking "Delete".

6. When you have completed entering your hours, review your timesheet to make sure everything is correct. Once you review, in the bottom, right corner of your timesheet, under "Actions", click the box next to your job name and then "Submit Selected". It will be forwarded to your supervisor for review and you will receive an email once it has been approved.

    - You can view your approved, submitted or in process timesheets at any time by logging into Time Tracker.

Additional Note: If after you submit your timesheet you realize you need to make a change, you can request it back in the "Actions" section by clicking the box next to the job and then click "Request Selected".