Time Report Instructions for Hourly Employees

Human Resources

Create and Submit Hourly Timesheet

- Access your Time Report Home page
  https://utdirect.utexas.edu/apps/hr/time/home/
- Click the Position Title to open a timesheet
Create and Submit Hourly Timesheet

- Enter hours worked, record leave time and notes as needed
- Mark “Save and Send to Signer”, then “Submit Request”

Create and Submit Hourly Timesheet

- If the pay period changes mid-week, there will be two timesheets for that week
Recall a Timesheet

- Recall a timesheet to edit or delete
  - Go to Time Report Home to re-open the timesheet
- No changes after final approval
  - Contact supervisor about errors on an approved timesheet

Timesheet Returned by Signer

- To locate a returned timesheet, go to Time Report Home page
- Use “Previous pay period” and “Next pay period” to navigate back and forth
- Make changes, then Save and Send to Signer and Submit Request
Final Review

- Return to Time Report Home
- Have all timesheets for this pay period been sent to signer?

Timesheet Deadlines

- Hourly pay periods
  - 1st through 15th
  - 16th through last day of the month
- Submit timesheets weekly and on last day of the pay period
- Follow any deadlines set by your department
- Submitting timesheets late can delay your paycheck!
Need Help?

- Ask your supervisor
- Contact Human Resources Records
  - Hrsc-records@utlists.utexas.edu
  - 512-471-5127