Reporting Time with Multiple Appointments

Employees with multiple appointments will see all appointments listed in My Time and identified by the job title and department. It’s possible for an employee to have multiple jobs with the same title and even the same title and department. The steps below are intended to help you navigate to each of your jobs in My Time and to distinguish between them.

Locating and Viewing Multiple Jobs

1. Navigate to: MyU > My Time > Submit Timesheet

2. The Job Title list on the Select Job tab provides Job Title and Department ID information. Your page will look similar to one of the examples below.

Example A: Employee has multiple jobs with the same Job Title and Department ID

Example B: Employee has multiple jobs with the same Job Title, different Departments.

3. a) Click on the job you wish to report time for, if you recognize the job by the Job Title and Department information listed, OR b) Click the first job title in the list to open the timesheet.

4. Enter your time if you have the correct job timesheet open.

5. To see further job details before entering time on the timesheet, the following three features are available.
Tip for Time Administrators

Time administrators can view additional job details for a department employee with multiple appointments included on a single page. Clicking on the <Show All Columns> icon will expand the grid in the Time Summary tab. This view displays more job information than the default view.

Tip for employees: Starting with the first job from the list (step 3) and navigating with the <Next Job> feature is an efficient way to ensure you are reporting time for each of your jobs.