

## **How to submit timesheets**

- 1) Complete your paper timesheet.
  - a. The back describes how to break up portions of hours worked.
  - b. Be sure to use the proper pay periods; a listing can be found on the Math Business Office webpages, under Payroll-“When will I be paid?”
- 2) Have your timesheet signed by your supervisor.
- 3) Log-in to Banner and complete your online timesheet (<https://apps.uillinois.edu/index.html>).
- 4) Submit the online timesheet.
- 5) Turn your paper timesheet in to Lynette Lubben.

For instructions on how to complete your online timesheet, go to:

[http://wbt.apps.uillinois.edu/traincenter\\_wbt\\_HR.htm](http://wbt.apps.uillinois.edu/traincenter_wbt_HR.htm)

Then select the HRPTA102 class. Don't worry, it won't really take as long as it says. If this link doesn't work, please cut and past the URL in your browser.

There is also a reminder of the process at:

[http://wbt.apps.uillinois.edu/TrainingMaterials/HRPTA102/JA\\_HRPTA102\\_PositiveTimeEntry\\_121803\\_1.2.pdf](http://wbt.apps.uillinois.edu/TrainingMaterials/HRPTA102/JA_HRPTA102_PositiveTimeEntry_121803_1.2.pdf)

Remember: **\*\*BOTH** timesheets (online and paper) are due each pay period.

### **What if I forgot to submit time from a previous pay period?**

**\*\*Don't** submit hours from a previous pay period online; use the paper timesheet only, and we'll fix the problem!

Questions? Contact your Lynette Lubben ([llubben@uiuc.edu](mailto:llubben@uiuc.edu)) or Wendy Harris ([wgharris@uiuc.edu](mailto:wgharris@uiuc.edu)) in 121 Altgeld Hall.