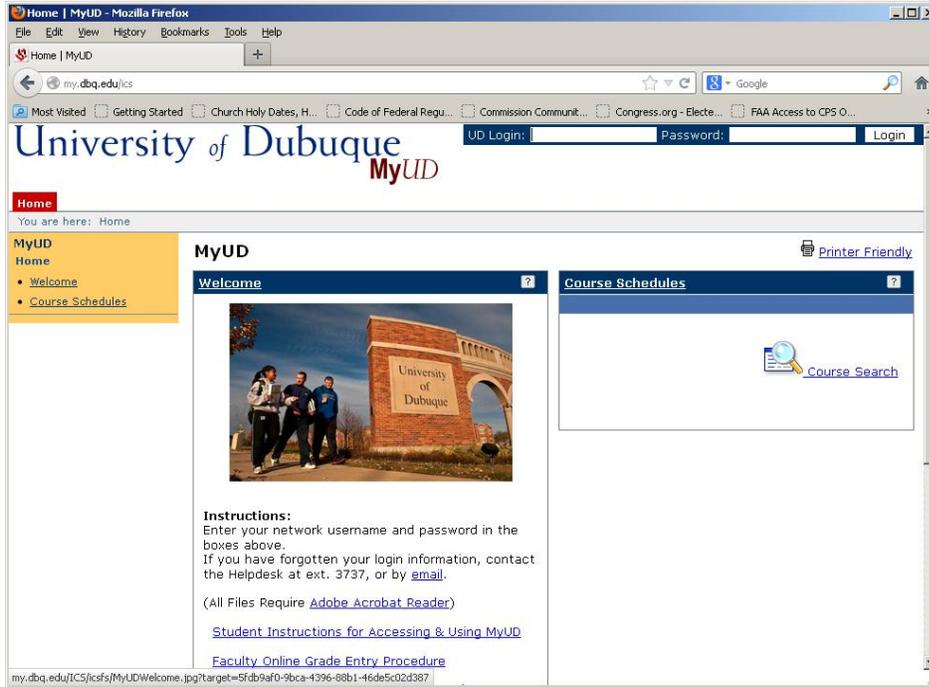


MYUD Time card entry system User Guide: Student version

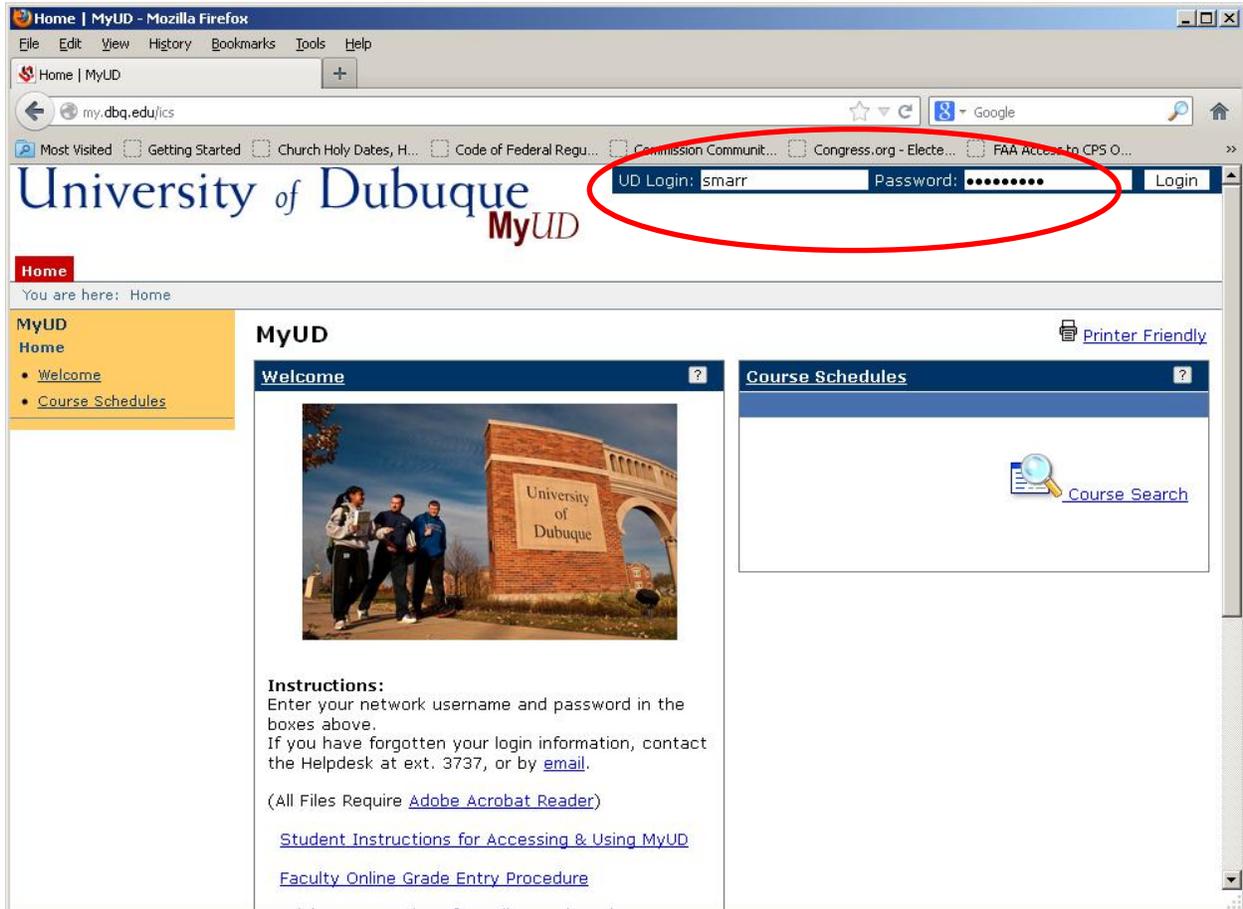
Go to **My.DBQ.edu**

The window below will appear.



MYUD Time card entry system User Guide: Student version

Log in using your UD network login.



MYUD Time card entry system User Guide: Student version

Next the window will appear with tabs to your specific access information.

Click on the “Staff/Workstudy” tab.

The screenshot shows the MyUD website interface. At the top, there is a navigation bar with tabs: Home, Staff/Workstudy (circled in red), Students, and My Pages. Below the navigation bar, there is a 'MyUD Home' section with links for 'Welcome' and 'Course Schedules'. A 'Quick Links' section contains a link for 'My Pages'. The main content area is divided into two columns. The left column features a 'Welcome' message with a photo of students and 'Instructions' for login. The right column features a 'Course Schedules' section with an 'Add/Drop' alert and a table of registered courses.

Alert: The Add and Drop Period is closed but you may be able to add or drop one or more registrations.

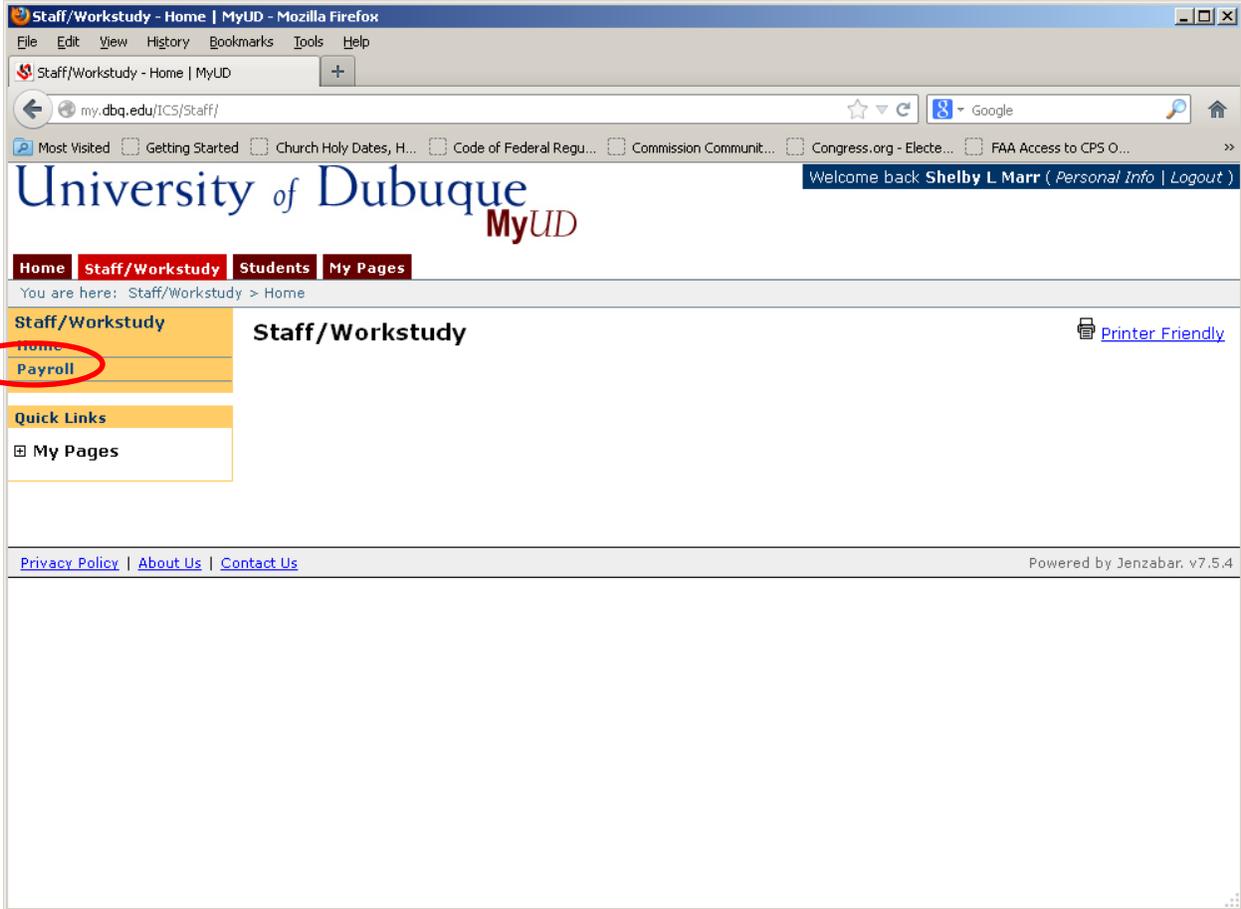
Current Term: Spring 2013
Add Period Closed / Drop Period Closed

[Add/Drop Courses](#) [Course Search](#)

Course	Title	Status
D EVS 333 01	GISApplications	Current
D EVS 380 01	EnvToxicology	Current
D EVS 430 01	Adv QuantMethods	Current

MYUD Time card entry system User Guide: Student version

Click on “Payroll” in the Staff/Workstudy menu



MYUD Time card entry system User Guide: Student version

The next window will appear, and as the student employee you will click on the “Timecard” option.

The screenshot shows a web browser window with the URL `my.dbq.edu/ICS/Staff/Payroll.jnz`. The page title is "Staff/Workstudy - Payroll | MyUD - Mozilla Firefox". The University of Dubuque logo is at the top. A navigation bar includes "Home", "Staff/Workstudy", "Students", and "My Pages". The "Staff/Workstudy" menu is expanded, showing "Payroll" with sub-items: "Employee Information", "Timecard" (circled in red), and "Timecard Approval". The "Quick Links" section shows "My Pages". The main content area is titled "Payroll" and includes a "Printer Friendly" link. Under "Employee Information", there are links for "Review your deduction information", "Review your position information", "Review your tax information", and "Review your time off accrual". The "Timecard" section is titled "Timecard for Shelby L Marr" and includes a link for "Other positions". Below this is a calendar for "Admission-Federal WS" showing the period "Friday 2/1 - Thursday 2/28". The calendar grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, with dates 27 through 9. The cells for Friday 2/1 and Saturday 2/2 are highlighted in red. At the bottom of the page, there is a JavaScript snippet: `javascript:WebForm_DoPostBackWithOptions(new WebForm_PostBackOptions("pg0VlnkTimeOffAccrual", "", true, "", "", false, true))`

MYUD Time card entry system User Guide: Student version

You will see a time card in calendar view for the current pay period.

IF YOU have more than one position, Click on the “Other positions” link to the right.

The screenshot shows a web browser window with the URL `my.dbq.edu/ICS/Staff/Payroll.jnz`. The page header includes the University of Dubuque logo and a welcome message for Shelby L Marr. The main content area is titled 'Payroll' and contains several sections:

- Employee Information:** Includes links for 'Review your deduction information', 'Review your position information', 'Review your tax information', and 'Review your time off accrual'.
- Timecard:** Titled 'Timecard for Shelby L Marr', it shows a calendar for the period 'Friday 2/1 - Thursday 2/28'. The calendar grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, with dates 27-31 in the first row and 3-9 in the second row. A link labeled 'Other positions' is located in the top right corner of the timecard section.

A green arrow points from the text above to the 'Other positions' link.

MYUD Time card entry system User Guide: Student version

After clicking the “Other positions” link, you will see a tab for each position. Click on the position for which you wish to enter hours.

Click on the day for which you wish to enter hours.

Staff/Workstudy - Payroll | MyUD - Mozilla Firefox

my.dbq.edu/Staff/Payroll.jnz?portlet=Timecard

University of Dubuque MyUD

Home Staff/Workstudy Students My Pages

You are here: Staff/Workstudy > Payroll

Staff/Workstudy Home

Payroll

- Employee Information
- Timecard
- Timecard Approval

Quick Links

My Pages

Payroll

Timecard

Timecard for Shelby L Marr

Admission-Federal WS Financial Aid-Federal WS

Friday 2/1 - Thursday 2/28

Click a day on the calendar to edit your hours.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2

Total Period Hours:

Regular Hours:	0.00
Other Hours:	0.00
Time Off Hours:	0.00
Total:	0.00

Finished entering hours for this period?
[Click here to finalize](#)

MYUD Time card entry system User Guide: Student version

Scroll down until you will see the “Hours worked” field as seen below. Enter your hours worked for the day in that field. [You will NOT enter hours in the “Other hours” field.]

Once you entered the hours and any comments, you will click the “Save Hours and Comments” button. Students may enter their hours each day they work, each week or at the end of the month. Every time you enter hours you must click the “Save Hours and Comments” button to save your changes.

The screenshot shows a web browser window with the URL `my.dbq.edu/TCS/Staff/Payroll.jnz`. The interface includes a calendar view on the left and a summary panel on the right. The calendar shows a grid of dates from 3 to 28, with a red box highlighting the date 19. The summary panel displays the following information:

Other Hours:	0.00
Time Off Hours:	0.00
Total:	6.25

Below the summary panel, there is a message: "Finished entering hours for this period? [Click here to finalize](#)".

At the bottom of the calendar view, there are two status bars:

- Time Entry Cutoff Date: 3/25/2013
- Time Entry Submission Deadline: 3/26/2013

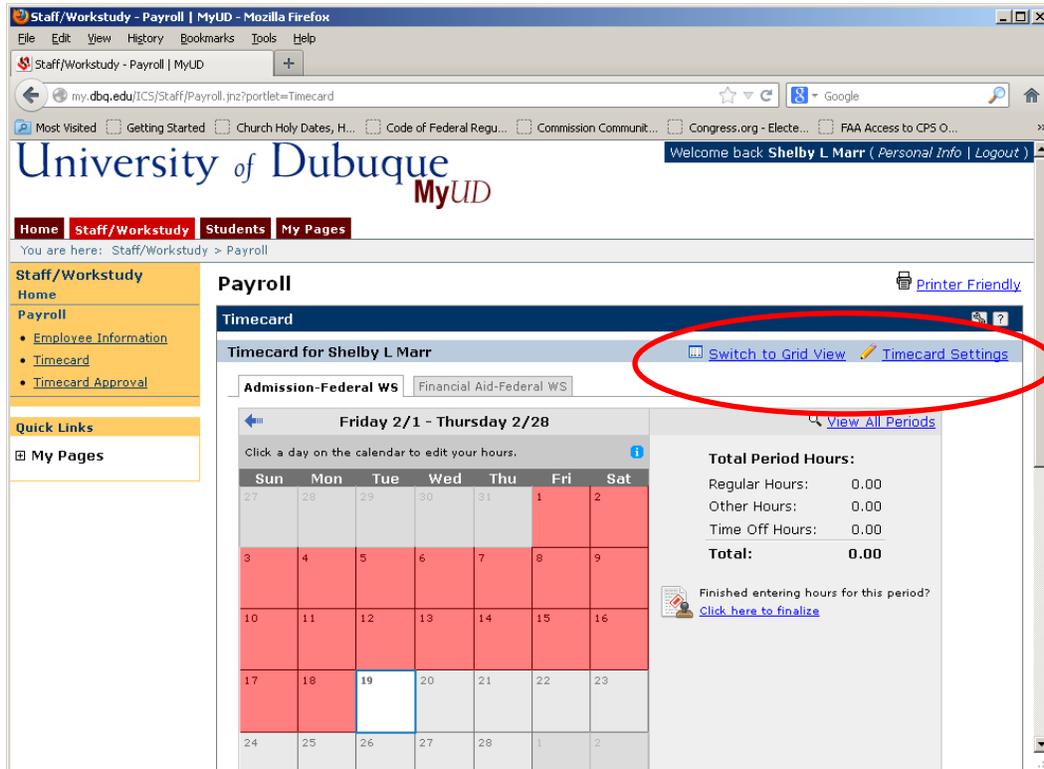
The main form is titled "Enter your hours for Tuesday 2/19/2013:". It contains the following fields:

- Hours Worked:
- Other Hours: Overtime
- Total: 0.00

Below the form is a text area for "Your Comments: (Optional)". At the bottom of the form, there are two buttons: "Save Hours And Comments" and "Cancel". A red oval highlights the "Hours Worked" field and the "Save Hours And Comments" button.

MYUD Time card entry system User Guide: Student version

There is another option to enter your hours called “Grid View.” You may select this option each time you enter hours or elect to save either calendar or grid view as your preference in the “Time card settings” option.



The screenshot shows the MYUD Timecard entry system interface. The browser address bar displays `my.dbq.edu/ICS/Staff/Payroll.jnz?portlet=Timecard`. The page title is "Staff/Workstudy - Payroll | MyUD - Mozilla Firefox". The main content area is titled "Payroll" and "Timecard". A red circle highlights the "Switch to Grid View" button, which is located next to the "Timecard Settings" button. Below the buttons, there is a calendar for the period "Friday 2/1 - Thursday 2/28". The calendar shows dates from 27 to 28. The "Total Period Hours" section on the right shows: Regular Hours: 0.00, Other Hours: 0.00, Time Off Hours: 0.00, and Total: 0.00. A link "Click here to finalize" is also visible.

Staff/Workstudy - Payroll | MyUD - Mozilla Firefox
my.dbq.edu/ICS/Staff/Payroll.jnz?portlet=Timecard
University of Dubuque MyUD
Home Staff/Workstudy Students My Pages
You are here: Staff/Workstudy > Payroll
Staff/Workstudy Home
Payroll
• Employee Information
• Timecard
• Timecard Approval
Quick Links
My Pages
Payroll
Printer Friendly
Timecard
Timecard for Shelby L Marr
Switch to Grid View Timecard Settings
Admission-Federal WS Financial Aid-Federal WS
Friday 2/1 - Thursday 2/28
View All Periods
Click a day on the calendar to edit your hours.
Sun Mon Tue Wed Thu Fri Sat
27 28 29 30 31 1 2
3 4 5 6 7 8 9
10 11 12 13 14 15 16
17 18 19 20 21 22 23
24 25 26 27 28 1 2
Total Period Hours:
Regular Hours: 0.00
Other Hours: 0.00
Time Off Hours: 0.00
Total: 0.00
Finished entering hours for this period?
Click here to finalize

MYUD Time card entry system User Guide: Student version

“Grid view” simply provides a column of the dates of the month and fields to enter your hours, rather than looking at the calendar format. [You will NOT enter “Other hours.”]

GRID VIEW

Wed 2/20	<input type="text"/>	Overtime	--
Thu 2/21	<input type="text"/>	Overtime	--
Fri 2/22	<input type="text"/>	Overtime	--
Sat 2/23	<input type="text"/>	Overtime	--
Sun 2/24	<input type="text"/>	Overtime	--
Mon 2/25	1.50	Overtime	1.50
Tue 2/26	1.00	Overtime	1.00
Wed 2/27	1.00	Overtime	1.00
Thu 2/28	1.00	Overtime	1.00
Total:	12.00	0.00	12.00

Your Comments: (Optional)

Powered by Jenzabar, v7.5.4

MYUD Time card entry system User Guide: Student version

Once you have entered all hours for the specific position for the month, you must choose “Click here to finalize”. If you have more than one time card, you “Click here to finalize” on each time card.

Staff/Workstudy - Payroll | MyUD - Mozilla Firefox

my.dbq.edu/ICS/Staff/Payroll.jnz

My Pages

Friday 2/1 - Thursday 2/28 [View All Periods](#)

Time Entry Cutoff Date: 3/25/2013

Time Entry Submission Deadline: 3/26/2013

Finished entering hours for this period?
[Click here to finalize](#)

Total Period Hours:

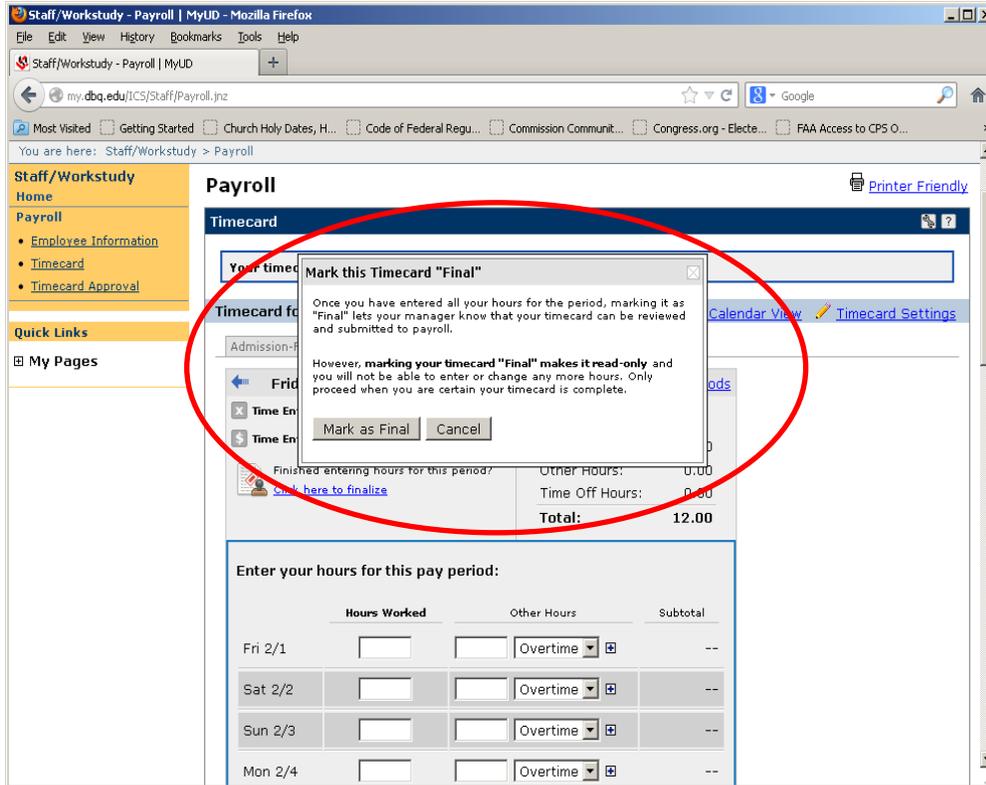
Regular Hours:	12.00
Other Hours:	0.00
Time Off Hours:	0.00
Total:	12.00

Enter your hours for this pay period:

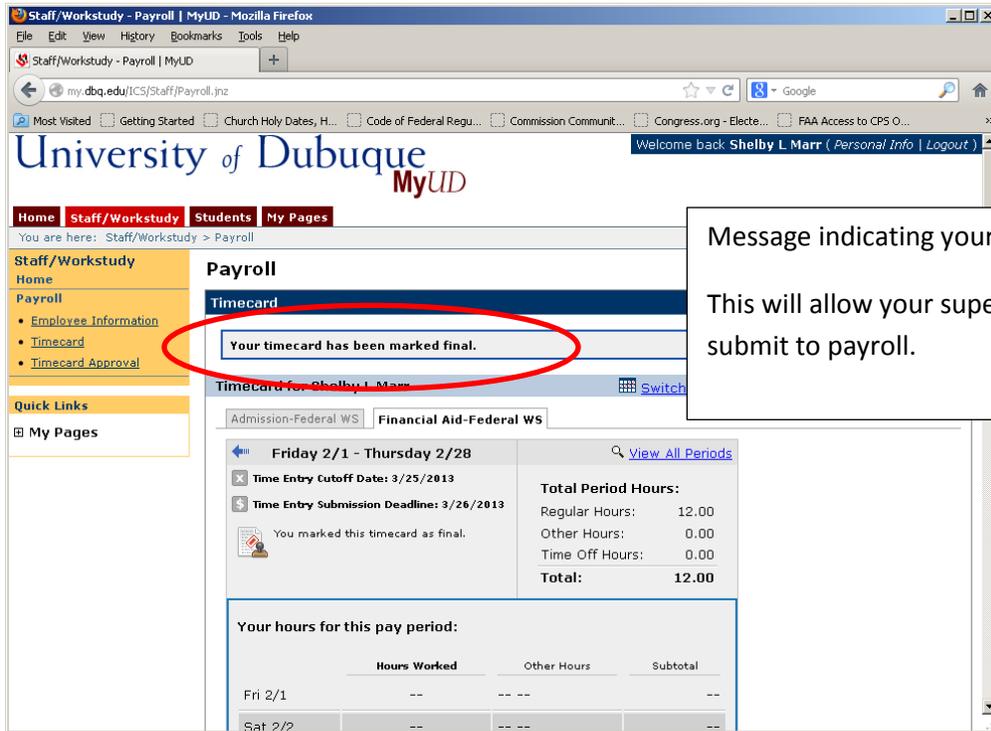
	Hours Worked	Other Hours	Overtime	Subtotal
Fri 2/1	<input type="text"/>	<input type="text"/>	Overtime ▾ ⊕	--
Sat 2/2	<input type="text"/>	<input type="text"/>	Overtime ▾ ⊕	--
Sun 2/3	<input type="text"/>	<input type="text"/>	Overtime ▾ ⊕	--
Mon 2/4	<input type="text"/>	<input type="text"/>	Overtime ▾ ⊕	--
Tue 2/5	<input type="text"/>	<input type="text"/>	Overtime ▾ ⊕	--
Wed 2/6	<input type="text"/>	<input type="text"/>	Overtime ▾ ⊕	--
Thu 2/7	<input type="text"/>	<input type="text"/>	Overtime ▾ ⊕	--
Fri 2/8	3.25	<input type="text"/>	Overtime ▾ ⊕	3.25
Sat 2/9	<input type="text"/>	<input type="text"/>	Overtime ▾ ⊕	--

MYUD Time card entry system User Guide: Student version

Once you choose “Click here to finalize”, the message below will appear. To proceed, you must click “Mark as Final.”



MYUD Time card entry system User Guide: Student version



Message indicating your time card was submitted.
This will allow your supervisor to review, finalize, and submit to payroll.