My Time Entry Instructions
My Time Entry

- http://mytime.ucsd.edu
  - OR go to http://blink.ucsd.edu
    - → Personal Tools → My Time (Online)
Log in using your Single Sign On User ID and Password
Go to “Time Entry”

Welcome

**Employees**

**Time Entry**
Enter time taken or time worked.

**Timekeepers**

**Monthly | Biweekly Missing Timecards**
Review timecards not yet submitted for each timekeeper code.

**Current Reporting**

- **Monthly | Biweekly Primary Employees**
  Submit a review for and/or accept employee timecards.

- **Monthly | Biweekly Alternate Employees**
  Submit a review for employee timecards.

**Monthly | Biweekly Timekeeper History**
View historical time entries.

**Launch Timekeeping**
Go to the Timekeeping application to enter manual timecards and additional timekeeping functions.

**Administration**
Setup employee information, assign supervisors, time approvers, or assign pay period due dates.
Select the first Job tab
Select a date on Calendar to report time

January 2011

Select a date to report time
For Type: select **Vacation**
For Hours: enter **8**
When finished with entry, click “**Create**”

Click Here when finished
After all hours have been reported, click on "Review & Confirm"
If no time to report, click on “No Exceptions or Time to Report”
To submit final Time Entry, click on “Submit for Approval”
After time is submitted, you will see confirmation messages

If time is approved, you will get a confirmation email that your time has been approved. If time is denied, you will also get a confirmation email and should revise your time with your supervisor.