

## Cheat Sheet for Monthly Employees

### TO REPORT AN ABSENCE:

1. Log into UChicago Time at <https://uchicago.cybershift.net>
2. In the WHAT field, select **Monthly Absence Report**.
3. For the FROM and TO dates, select any day in the month for which you want to report absences.
4. Click **Go**.

*A Monthly Absence Report appears in the Work Area.  
This report form is similar to the paper form that used to be required.*

All monthly, non-academic employees are responsible for reporting absences. Monthly Absence Reports must be completed and submitted within five days after the last day of the month.

Select	Date	Code	Hours	Approved By
<input type="radio"/>	10/01/2007		00:00	
<input type="radio"/>	10/02/2007		00:00	
<input type="radio"/>	10/03/2007		00:00	
<input type="radio"/>	10/04/2007		00:00	
<input type="radio"/>	10/05/2007		00:00	
<input type="radio"/>	10/06/2007		00:00	
<input type="radio"/>	10/07/2007		00:00	
<input type="radio"/>	10/08/2007		00:00	
<input type="radio"/>	10/09/2007		00:00	
<input type="radio"/>	10/10/2007		00:00	
<input type="radio"/>	10/11/2007		00:00	
<input type="radio"/>	10/12/2007		00:00	
<input type="radio"/>	10/13/2007		00:00	
<input type="radio"/>	10/14/2007		00:00	
<input type="radio"/>	10/15/2007		00:00	
<input type="radio"/>	10/16/2007		00:00	

5. If you were **not** absent any days in the month, click the **Submit No Absences** button at the bottom.  
*Note: You cannot select this button if there is a paid holiday within the month.*
6. If you were absent one or more days, including any paid holidays, *for each day absent* select the magnifying glass icon next to the day you were absent.

*A code select list appears in the Dashboard.*

Select Code	Description
<input type="radio"/> EAU	EXCUSED ABSENCE - UNPAID
<input type="radio"/> HL	UNIVERSITY HOLIDAY
<input type="radio"/> JDP	JURY DUTY
<input type="radio"/> LEU	LEFT EARLY - UNPAID
<input type="radio"/> LOA	LEAVE OF ABSENCE
<input type="radio"/> LTD	LONG TERM DISABILITY

7. Locate the code you want to use. Click the page links to see additional pages of codes. Use the Search feature to search for a code by entering the first one or two letters such as "V" for Vacation, and then clicking the **Search** button. When you find the code you want, click the option button next to it. The most common codes are VC for vacation, PH for personal holiday, SKP for sick pay, JDP for jury duty pay, and MLP for military reserve pay. *(The code you select will appear in the code field for the date.)*

## *Cheat Sheet for Monthly Employees (Continued)*

8. In the HOURS field, type the number of hours you were absent that day using the HH:MM format. For instance, for a full day absence type 07:30 or 08:00 depending on the hours you are scheduled to work.

<input type="radio"/>	10/17/2007		🔍	00:00	
<input type="radio"/>	10/18/2007	VC	🔍	07:30	
<input type="radio"/>	10/19/2007		🔍	00:00	

9. Repeat steps 6 through 8 for each day you were absent.

### **SAVE AND SUBMIT:**

Click **Save** to save your changes, or click the **Save & Submit** button if you are finished with the report for the month and are ready to submit it to your approver.

- After you submit your Monthly Absence Report, you and your approver will receive email notification that the report has been submitted and is awaiting approval.
- Once your supervisor approves your report, you will receive another email confirmation.

### **FOR FURTHER INFORMATION AND TRAINING VISIT:**

- The UChicago Time website at <http://uchicagotime.uchicago.edu>
- UChicago Time employee training courses website at <http://uchicagotime.uchicago.edu/training>

## Cheat Sheet for Biweekly Employees (Part I)

*UChicago Time allows you to easily record your work time.*

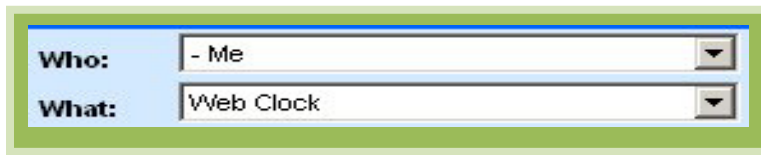
- If you are a Web clock user, you must start and stop your Web clock at the beginning and end of each work session.
- If you are a time clock device user, you must swipe your Chicago Card at the beginning and end of each work session.

It is very important that you clock in and clock out every day. Clock times are used to determine your pay. Your work record is accurately processed so that you can be assured of receiving the correct pay for regular work hours as well as overtime and any premiums.

### **USING THE WEB CLOCK:**

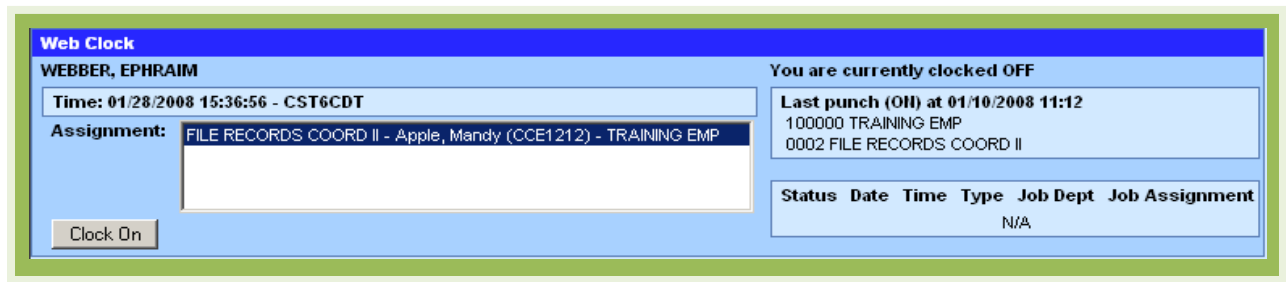
*To start the Web clock at the beginning of your work period:*

1. Log into UChicago Time.
2. In the Who field, make sure **Me** is selected. Unless you are an approver, "Me" should be your only option.
3. In the What field, make sure **Web Clock** is selected. It should be selected by default after login. *There is no need to select dates for the Web clock.*



The screenshot shows a web interface with two dropdown menus. The first menu is labeled 'Who:' and has '- Me' selected. The second menu is labeled 'What:' and has 'Web Clock' selected.

4. Click **Go**. (*The Web clock appears in the Work Area*)



The screenshot shows the 'Web Clock' interface for user WEBBER, EPHRAIM. The time is 01/28/2008 15:36:56 - CST6CDT. The assignment is FILE RECORDS COORD II - Apple, Mandy (CCE1212) - TRAINING EMP. A 'Clock On' button is visible. On the right, it says 'You are currently clocked OFF' and shows the last punch (OFF) at 01/10/2008 11:12. Below this is a table with columns: Status, Date, Time, Type, Job Dept, Job Assignment. The table contains one row with 'N/A' in the Job Dept and Job Assignment columns.

5. If you have more than one job assignment listed in the Assignment box, make sure you select the job you want to clock to.
6. Click **Clock On**.
7. Click **Logout** in the upper right corner of the window.

*To turn off the web clock at the end of your work period:*

1. Log into the system.
2. In the Who and What fields, make sure **Me** and **Web Clock** are selected.
3. Click **Go**.
4. Click **Clock Off**.
5. Click **Logout** in the upper right corner of the window.

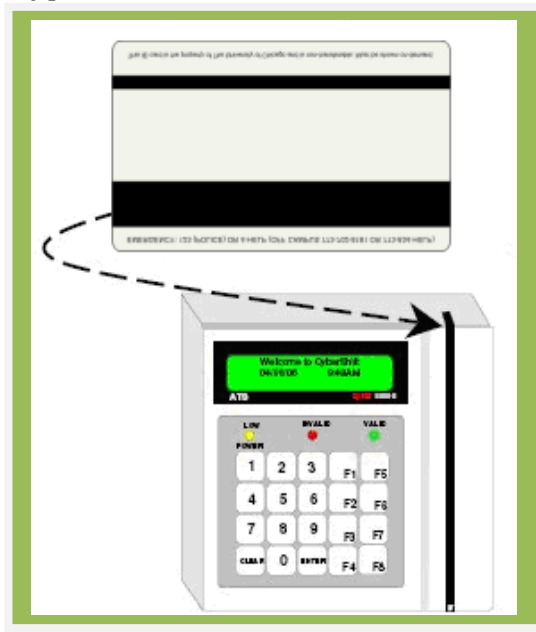
## *Cheat Sheet for Biweekly Employees (Continued)*

### **USING THE TIME CLOCK DEVICE:**

The time clock device consists of a small display area, a keypad, and a slot for sliding your Chicago Card. The display area shows “Univ. of Chicago” along with the date and time.

#### **TO CLOCK IN FOR THE DAY:**

1. Press the **F1** key on the time clock keypad. (*The clock beeps. The display reads “Punch On” and asks for a PIN. Ignore the PIN request.*)
2. Swipe your Chicago Card in a downward motion with the magnetic strip facing away from the keypad.



*The display reads: “Hello {your name}.” You are now clocked in.*

#### **TO CLOCK OUT FOR THE DAY:**

1. Press the **F5** key on the time clock device keypad. (*Again, the clock beeps. The display reads “Punch Out” and asks for a PIN. Ignore the PIN request.*)
2. Swipe your University of Chicago ID card with the magnetic strip facing away from the keypad. (*The display reads “Goodbye {your name}.” You are now clocked out.*)

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- The UChicago Time employee training course website at <http://uchicagotime.uchicago.edu/training>