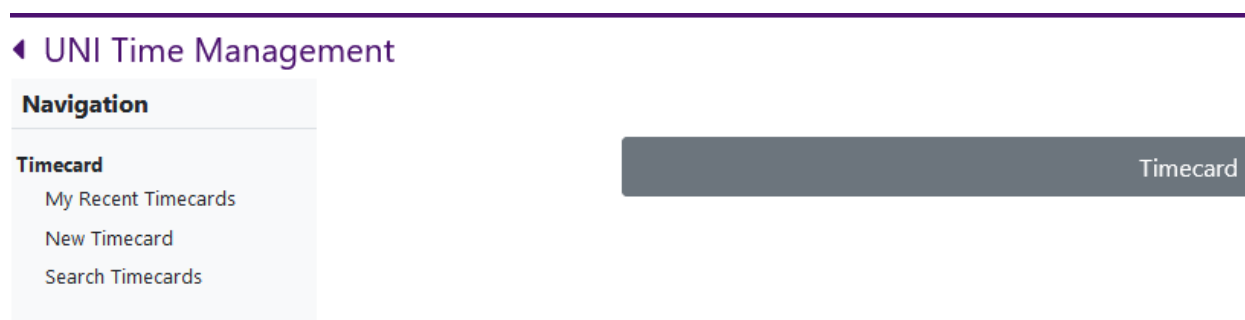


The UNI Timecard Management System is accessed through your eBusiness responsibilities such as UNI Employee Self Service, or UNI Org Timecard Manager. Under these responsibilities will be the menu item of UNI Timecard Management System.

If when you click on the menu item of UNI Timecard System it does not take you to the new system, you may need to [Enable pop-ups in eBusiness](#).

Student Employees

Student Employee Main Menu:



My Recent Timecards to retrieve timecards in the chosen assignment retroactive one year.

New Timecard to create a new timecard.

Search Timecards primarily to search for all timecards in the chosen assignment and status, for example if you want to find all timecards in a Working, Rejected, or Timed Out Status.


Student employee time entry:

Student employees will enter their time in and time out. Minutes will be entered to every 6 minutes, for example 1:00, 1:06, 1:12, 1:18. Enter whichever 6 minute option is closest to the actual start or end time. If the start time is at the 3 minute mark the benefit is given to the employee. For example an arrival time at 1:03 would be entered as 1:00 or a departure time at 3:03 would be entered as 3:06.

Timecards Requiring Action:

When viewing a list of timecards, those in a Working, Rejected, or Timed Out status requiring action will have the red warning sign symbol:

Search Results

Status	As
Working 	Srr

Timecard Order/Sorting:

The list of employee timecards can be sorted in different ways by clicking on the column heading.

Status 	Assignment	Period Starting	Period Ending	Recorded Hours	Last Action Date
Working 	 Rialto Dining Cook I	17-May-2020	23-May-2020	0	26-May-2020