

Courtesy of UW HR

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# How to Use Timecards to Track Your Intermittent FMLA Leave



# 1. Go to WyoWeb and select “Financial Management & HCM”

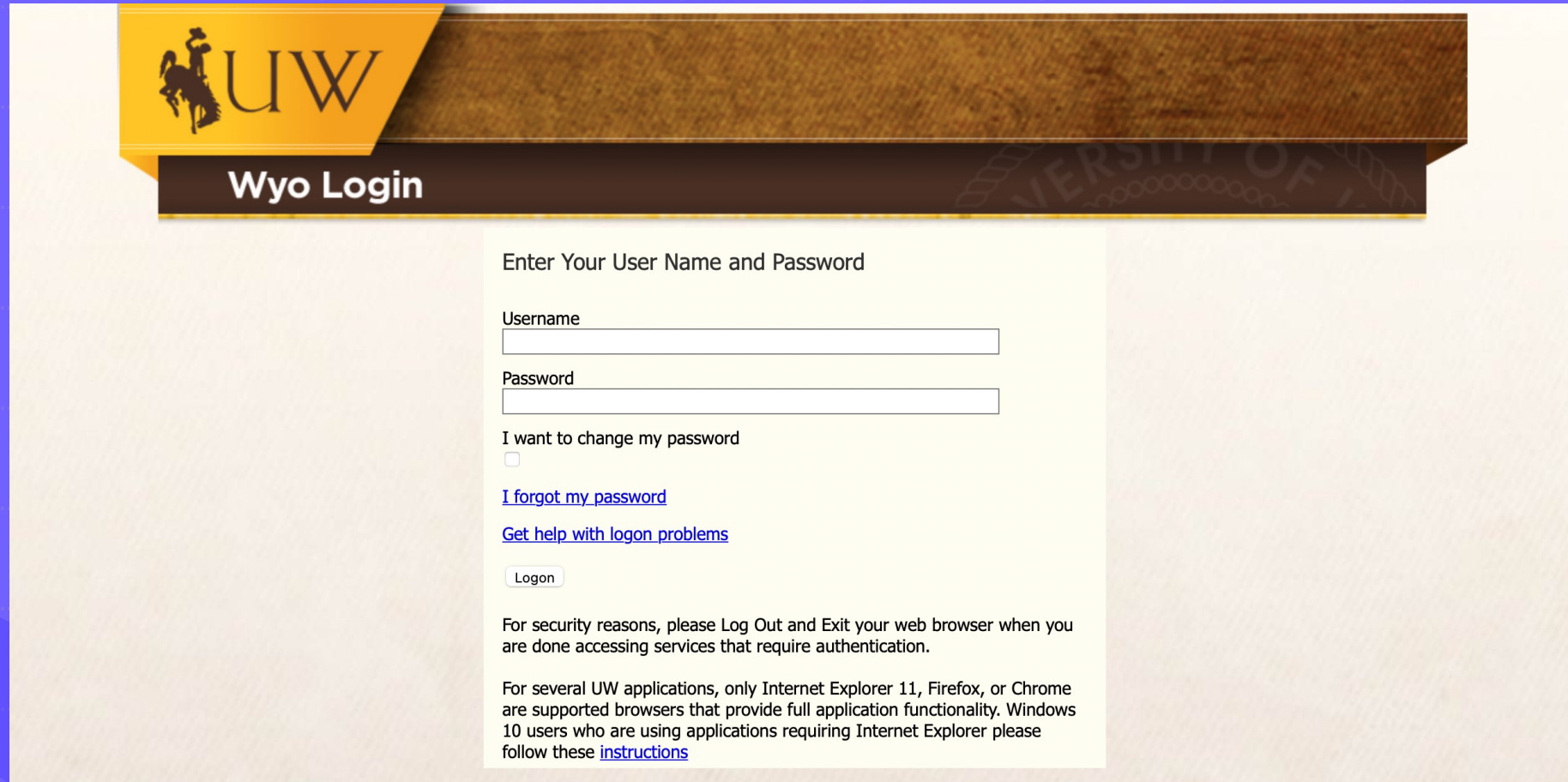
The screenshot shows the WyoWeb portal homepage. At the top, there is a navigation bar with links for STUDENTS, PARENTS, ALUMNI, PEOPLE, WYOWEB, VIRTUAL TOUR, GIVE, EVENTS, and A-Z DIRECTORY. Below this is a yellow banner with the UW NAVIGATION logo and a search bar containing the text "What are you looking for?". On the right side of the banner, there is a vertical button that says "APPLY NOW".

The main content area features the "WyoWeb" logo and a row of icons for various services: UWYO Events, Campus Dining, Transit & Parking, Email, WyoCourses, Libraries, LinkedIn Learning, Tutoring & More, Get Involved, WyoGroups, WyoRecords, Zoom, and SOAR. To the right of these icons, there are links for "Obtain Username and Initial Password" and "Password Reset Portal".


Below the icons, there are several categorized resource boxes:

- COVID Resources**: COVID19 Information
- Student Resources**: Online Tutoring, Pay UW Bill, Advising and Career Services, UW at a Distance, ResLife, Dining & Apartments, Scholarships, Student Health
- WyoRecords**: Students (Registration and Grades, Financial Aid, Personal Information, Transcripts, Student Account, Your Links), Faculty & Staff (Advisees, Classes, Grades)
- Announcements**: Student, Faculty, Employee
- WU on Facebook**: University of ... Like Page, THANK
- Faculty & Staff Resources**: WyoCloud, Business Intelligence, **Financial Management & HCM** (highlighted with a red box), Planning & Budgeting, WyoCloud Training Materials, WyoFolio / WyoVita, WyoScholarships, Admissions CRM, Banner Administrative Pages

## 2. Log in using your UW credentials



The screenshot shows the Wyo Login page. At the top left is the UW logo featuring a silhouette of a cowboy on a bucking horse next to the letters 'UW'. Below the logo is a dark banner with the text 'Wyo Login' in white. The main content area is a light beige box with the heading 'Enter Your User Name and Password'. It contains two input fields: 'Username' and 'Password'. Below the password field is a checkbox labeled 'I want to change my password'. There are two blue links: '[I forgot my password](#)' and '[Get help with logon problems](#)'. A 'Logon' button is located below the links. At the bottom of the box, there are two paragraphs of text: 'For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication.' and 'For several UW applications, only Internet Explorer 11, Firefox, or Chrome are supported browsers that provide full application functionality. Windows 10 users who are using applications requiring Internet Explorer please follow these [instructions](#)'.

 UW

**Wyo Login**

Enter Your User Name and Password

Username

Password

I want to change my password

[I forgot my password](#)

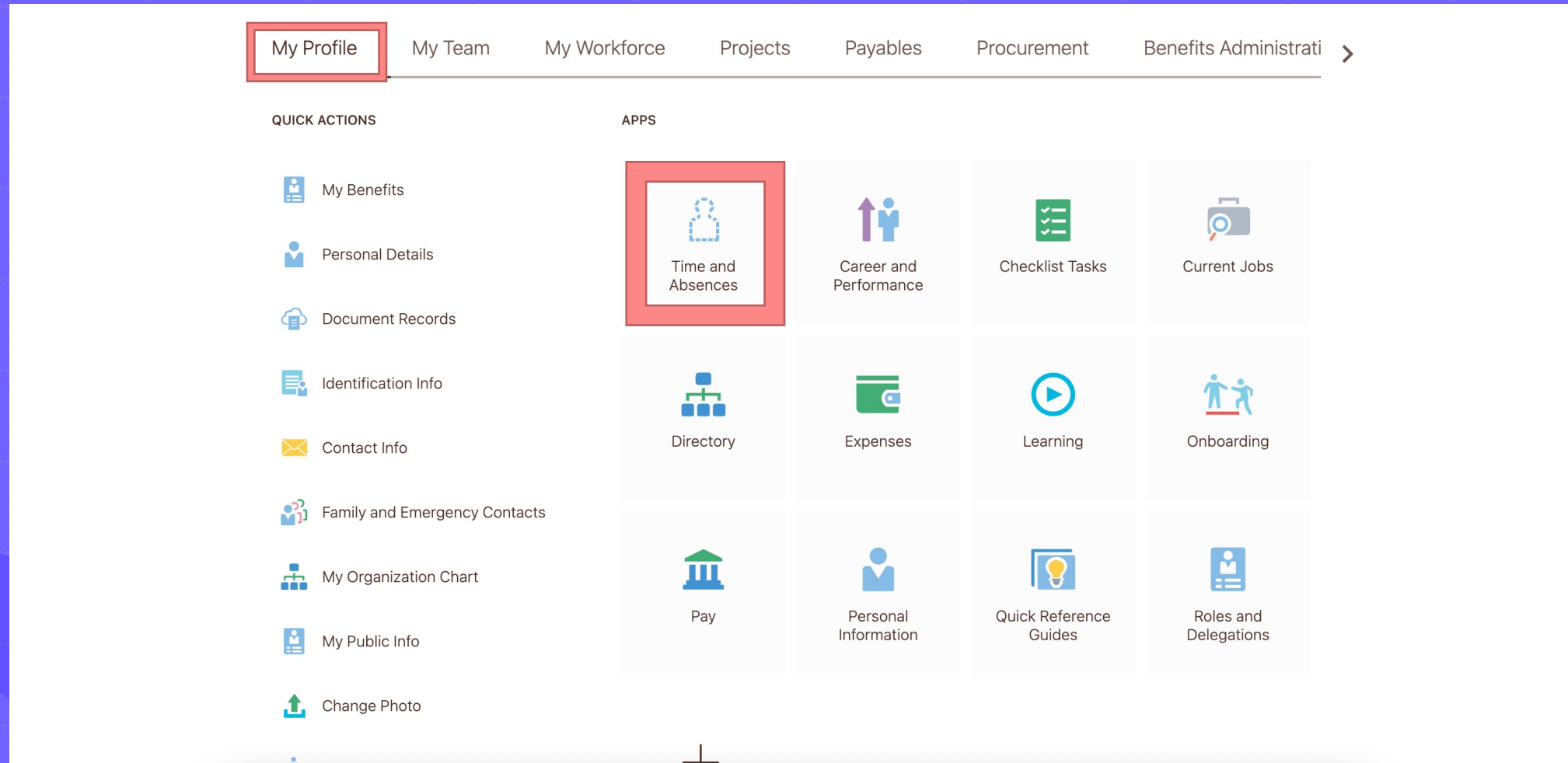
[Get help with logon problems](#)

Logon

For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication.

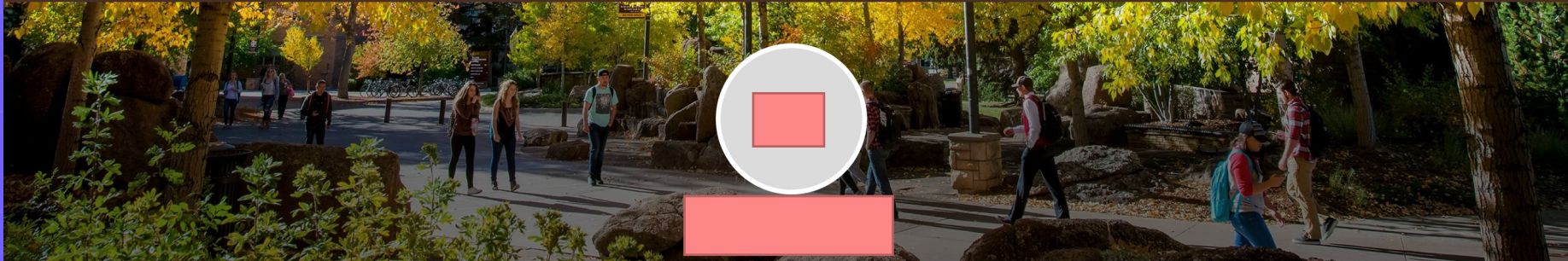
For several UW applications, only Internet Explorer 11, Firefox, or Chrome are supported browsers that provide full application functionality. Windows 10 users who are using applications requiring Internet Explorer please follow these [instructions](#)

# 3. Under the “My Profile” Tab, select “Time & Absences”



# 4. Select “My Time Cards”

## Time and Absences



### My Time Cards

Access all of your time cards



### Add Absence

Request an absence and submit for approval



### Absence Balance

Review current plan balances and absences taken or requested



### Existing Absences

View, change or withdraw existing absence requests



### Cash Disbursements

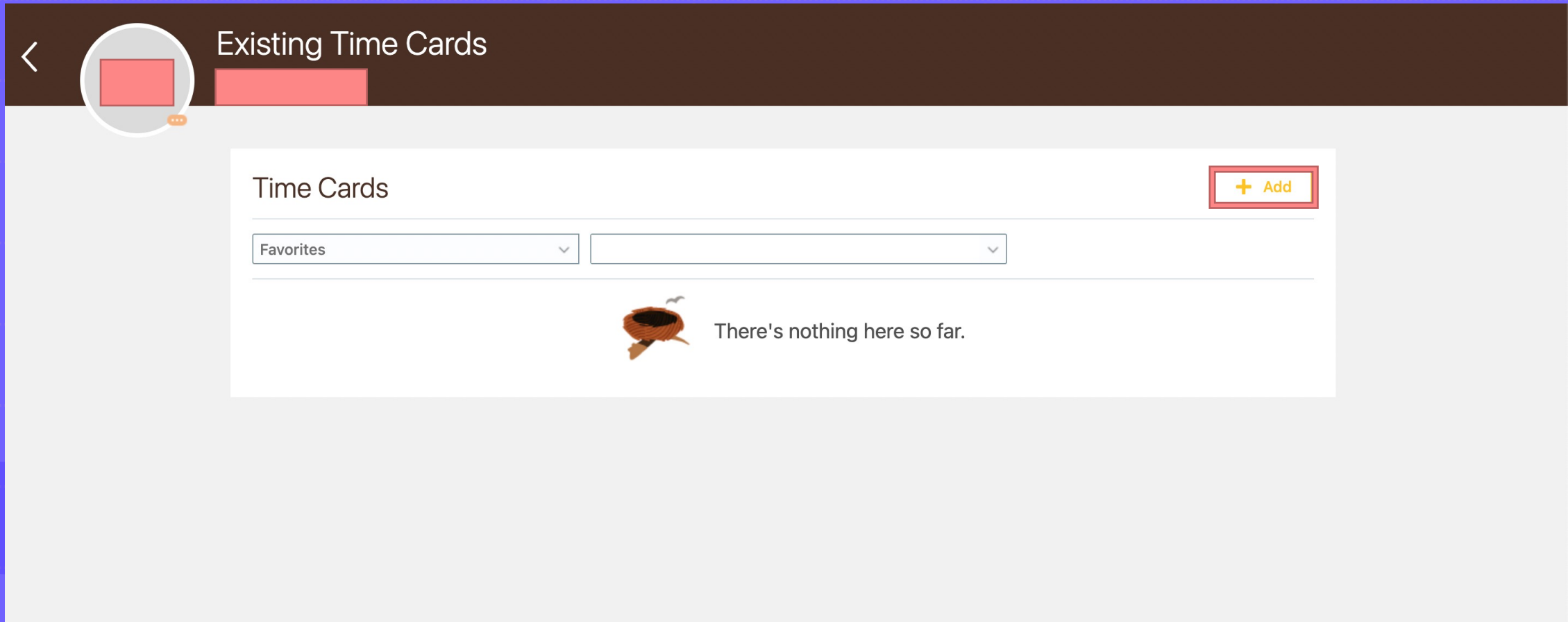
Sell a portion of your plan balance



### Donations

Donate a portion of your plan balance to a coworker

5. If you have never entered a Timecard, you will see a page like this. Select the “+Add” button to create a Timecard.





6. This page will appear. You can toggle the date of the timecard at the top left. The top right will tell you the 2-week period that the timecard will cover (these 2-week periods do include weekend days, even if you don't work weekends.) Select the "+ Add" button to enter your time.

The screenshot shows a timecard management interface. At the top, there are two input fields highlighted with red boxes: one for the date, currently set to 5/1/2022, and another for the time card period, set to 5/1/2022 - 5/14/2022. Below these, the status is 'New' and the reported hours are '0.00'. A 'Show Details' link is present. The 'Entries' section is empty, with a '+ Add' button highlighted in a red box. Below the entries section, there are dropdown menus for 'View By' (set to 'Reported details by entry date') and 'Sort By' (set to 'Reported date - old to new'). A message with a nest icon states 'There's nothing here so far.' At the bottom, there is a 'Comments' section with a dropdown arrow.

7. The “Entries” Dialogue box will appear. Selecting your assignment number from the drop-down menu will autofill the “Department Name” and “Rate” boxes. For “Time Reporting Code”, select “Regular Hours”. For “Select Dates”, you can pick a single day or a grouping of days. Finally, you will enter your hours worked for the selected dates in the “Quantity” box. When you are done, hit “OK”.

Entries

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**OK** **Cancel**

**\*Assignment Number**  
Select a value

**Department Name**  
Select a value

**Rate**  
Select a value

**\*Time Reporting Code**  
Select a value

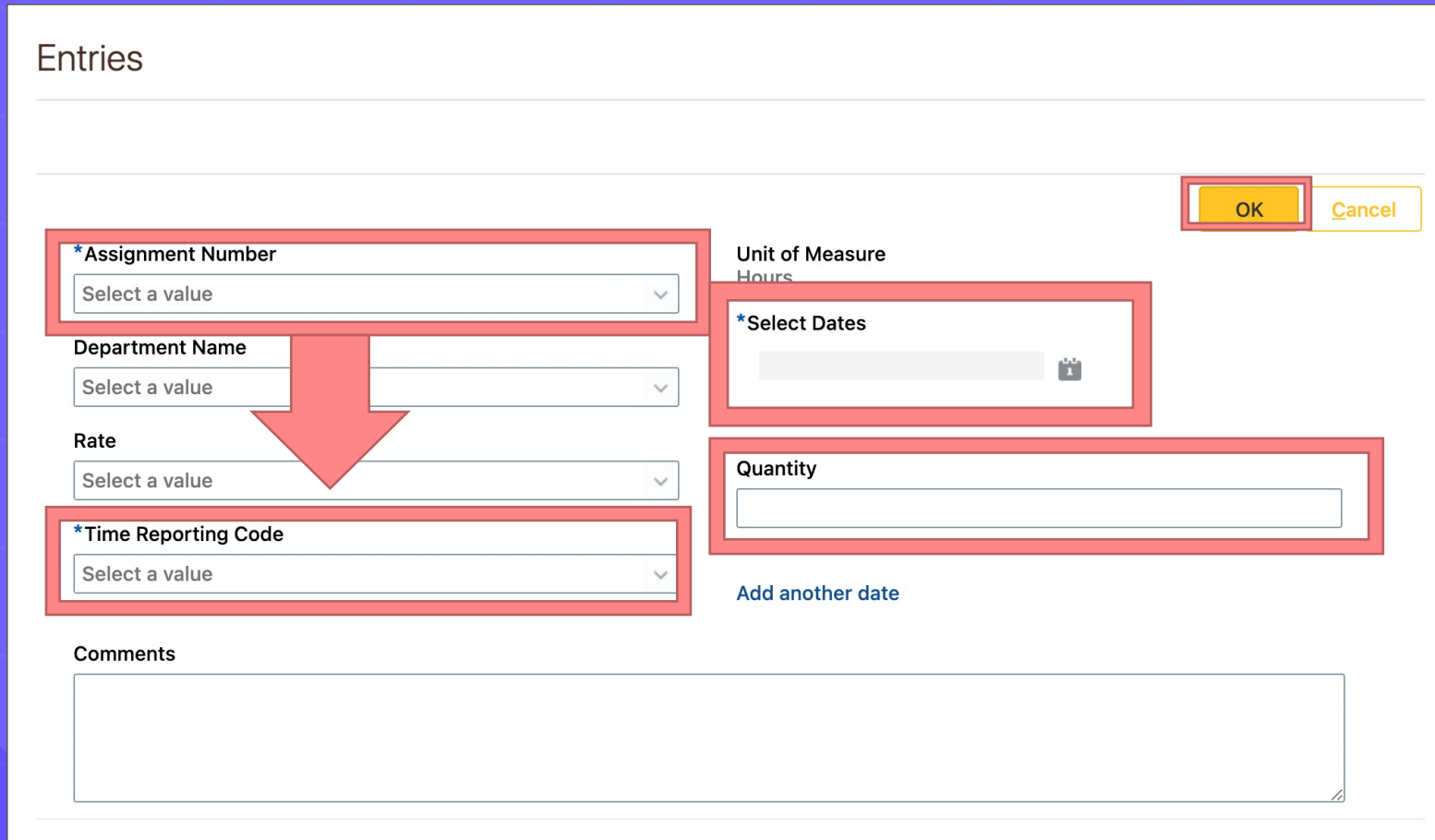
**Unit of Measure**  
Hours

**\*Select Dates**  
[Calendar icon]

**Quantity**  
[Input field]

[Add another date](#)

**Comments**  
[Text area]





8. This is an example of a timecard with multiple dates and hours entered. When you are done entering your time, select the Actions dropdown menu and hit “Save and Close”. DO NOT SUBMIT YOUR TIMECARD—WE WILL DO IT FOR YOU. If you need to edit an entry, select the pencil icon.

Time Card: 4/17/2022 - 4/30/2022

Submit Cancel

Actions  
Save and Close  
Print

**Saved** **11.50**  
Status Reported Hours

Show Details

Entries + Add

View By: Reported details by entry date Sort By: Reported date - old to new

Monday, April 18	<b>3.00 Hours</b> Hourly Hours	
Monday, April 18	<b>2.00 Hours</b> Hourly Hours	
Tuesday, April 19	<b>4.50 Hours</b>	

# Things to Keep in Mind

- Your time entered needs to match your absences entered. If you usually work 8 hours per day and worked from 1 p.m. to 5 p.m., for example, you need to enter 4 hours of absence under the FMLA code, and 4 hours of time worked through the timecard process (i.e. you must have 8 total hours per day of absence, time worked, or a mix of the two.) If you work 10 hours per day, you'll need to have 10 total hours of absence, time worked, or both and so on and so forth.
- When you have entered your time, reach out to Kira Poulson at 307-766-4220 or [kpoulson@uwyo.edu](mailto:kpoulson@uwyo.edu) and she will audit your time and absences before submitting them if they clear. If not, she or another member of the Benefits team will work with you to fix it!
- Once you have consulted with HR and your time is submitted, please notify your supervisor so they can approve your time through HCM. Supervisors of Exempt employees may be unfamiliar with this process, so if there is any confusion, please reach out to Kira for assistance or clarification.