How to Use Timecards to Track Your Intermittent FMLA Leave

Courtesy of UW HR
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1. Go to WyoWeb and select “Financial Management & HCM”
2. Log in using your UW credentials
3. Under the “My Profile” Tab, select “Time & Absences”
4. Select “My Time Cards”
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.
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”.

![Diagram of the Entries Dialogue box with highlighted fields: Assignment Number, Department Name, Rate, Time Reporting Code, Select Dates, Quantity, and Comments. The fields are represented with arrows pointing to them.](image)
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.
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 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.