

Web Time Entry for Employees through MyUT Portal: What to do if I forgot to submit hours on my last timesheet?

1. Open your current timesheet. Select any day you didn't work to enter unreported hours.

Earning	Shift	Default	Total	Total	Saturday	Sunday	Monday
12	Enter Hours	Enter Hours	12	Regular Hourly Pay	1		12

2. Click Comments. Specify the actual days to which those hours pertain. Click Save

