

HOW TO USE WEB TIME ENTRY

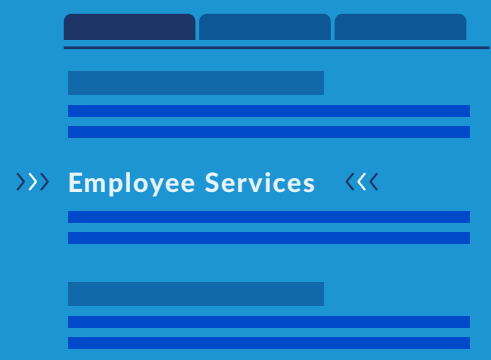
1

LOG INTO >>>
www.uonline.une.edu



2

SELECT
Employee Services.



Time Sheet _____



3

CLICK ON
Time Sheet and
select current period

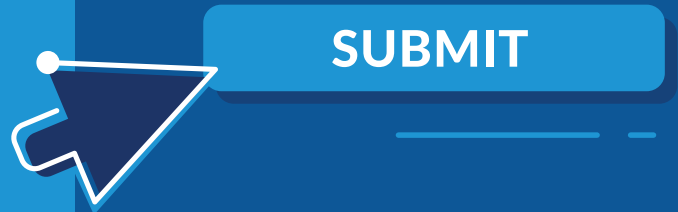
4

FILL WITH HOURS
and send for approval.

Total hours	May 16, 2016	May 17, 2016
15	3	Enter Hours
	Enter Hours	
	Enter Hours	

SUBMIT FOR APPROVAL

CLICK!



5

SUBMIT
to payroll once your
time sheet has been approved.

