



Once you have completed your first job, you will need to submit a timesheet through your Unijobs account to ensure you are paid for the hours worked.

To get started:

1. Unijobs will email you a link to their Timesheet App, which you can use to complete and submit your timesheets.
2. If you have never logged into the Unijobs Timesheet App before, you will need to create an account. To do this:

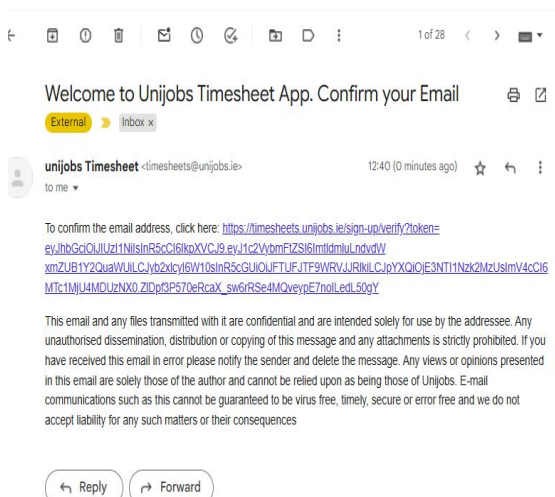
- From the **Login** page, select **"Sign up now"**.

The screenshot shows the 'unijobs timesheets' Login page. It has a white background with a purple border. The title 'Login' is centered. Below it are two input fields: 'E-Mail' with the placeholder 'example@email.com' and 'Password'. Both fields have a small 'x' icon on the right. Below the fields is a purple 'Login' button. At the bottom, there is a red-bordered box containing the text 'No account? Sign up now.'

- You will be taken to the **Sign Up** screen. Enter your email address and click **"Sign Up"**.

Important: The email address you use must match the one currently registered with Unijobs. If you are unsure which email is on file, please contact the Unijobs team before proceeding.

The screenshot shows the 'unijobs timesheets' Sign up page. It has a white background with a purple border. The title 'Sign up' is centered. Below it is an 'E-Mail' input field with the placeholder 'joe.blogs@ucd.ie' and a 'max: 254' character limit. Below the field is a purple 'Sign Up' button. At the bottom, there is a link 'Back to login'.

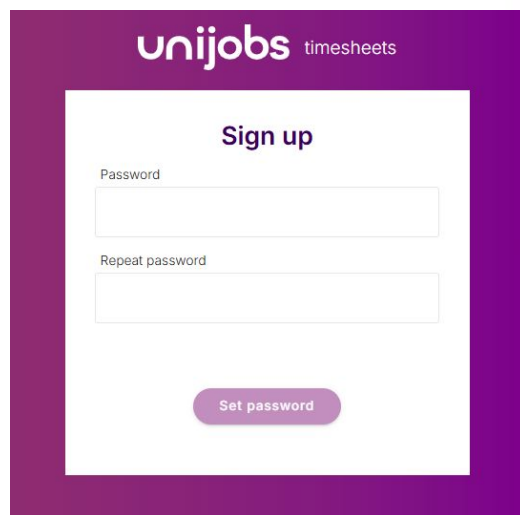


Shortly after signing up, you will receive an email from timesheets@unijobs.ie with a link to set your password. Please click the link in the email to complete your account setup.

Once clicked a new web page will be displayed. Please enter a new password and then click **"Set Password"**.

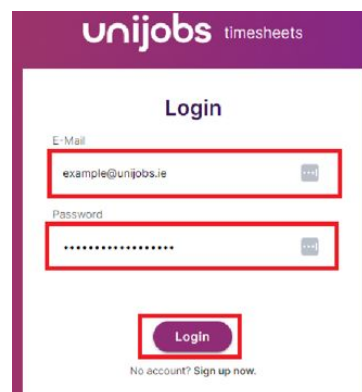
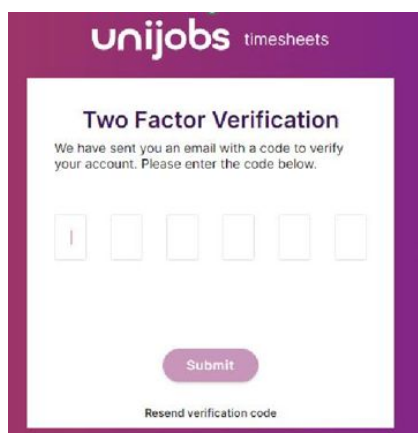
Your password will need to conform to the following requirements:

- At least 8 characters
- One upper case character
- One lower case character
- One special character
- No easily guessable or repeated words (for example, p@ssw0rd)

The image shows the 'unijobs timesheets' sign-up page. It has a purple header with the logo. The main heading is 'Sign up'. There are two input fields: 'Password' and 'Repeat password'. Below these is a purple button labeled 'Set password'.

3. Once your account is created you will now be able to login.

- 1) From the login page (<https://timesheets.unijobs.ie>) enter in your username and password. Then click **"Login"**.

The image shows the 'unijobs timesheets' login page. It has a purple header with the logo. The main heading is 'Login'. There are two input fields: 'E-Mail' (containing 'example@unijobs.ie') and 'Password' (containing masked characters). Below these is a purple button labeled 'Login'. At the bottom, there is a link: 'No account? Sign up now.'.The image shows the 'unijobs timesheets' two-factor verification page. It has a purple header with the logo. The main heading is 'Two Factor Verification'. Below it, a message says: 'We have sent you an email with a code to verify your account. Please enter the code below.' There are six input boxes for the code. Below these is a purple button labeled 'Submit'. At the bottom, there is a link: 'Resend verification code'.

- 2) You will be prompted to enter a 6 digit code to verify your account.

This 6 digit code will be sent to your email address from timesheets@unijobs.ie. Please enter this 6 digit code when you receive the email.



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3) Once your account is verified, you will be automatically logged into the main Timesheet Dashboard.


unijobs


Dashboard

Timesheets


Absence planner

Quick Actions

 **Submit hours**
Submit hours for today for one project

 **Request absence**
Quick absence request

Annual Leave

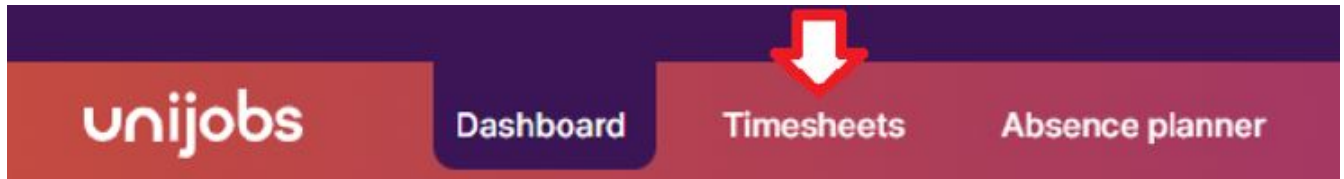


Annual Leave Remaining
0h upcoming annual leave approved
0h annual leave awaiting approval
€0.00 total monetary value of annual leave

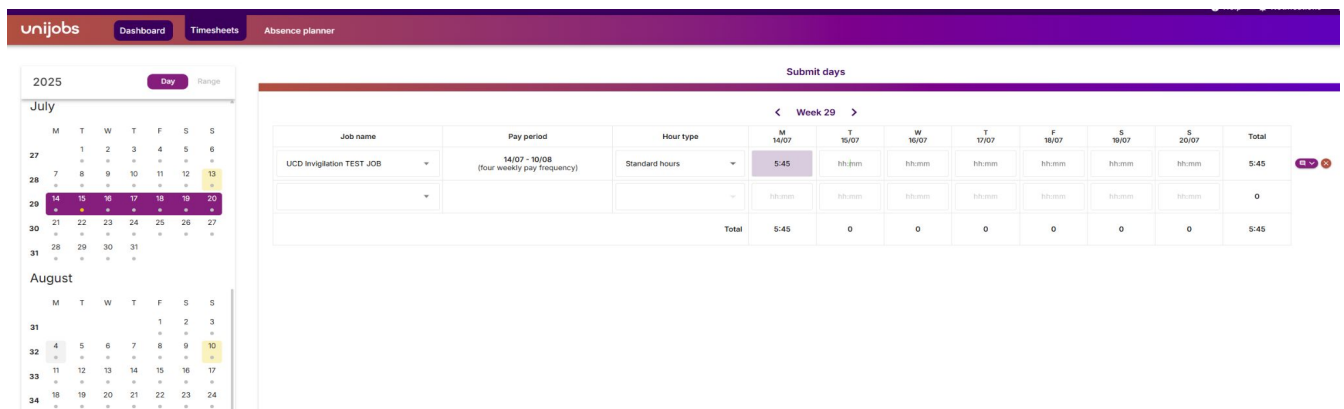
Submitting a Timesheet

The main interface for submitting your time is found under the *Timesheets* tab of the application. To access this:

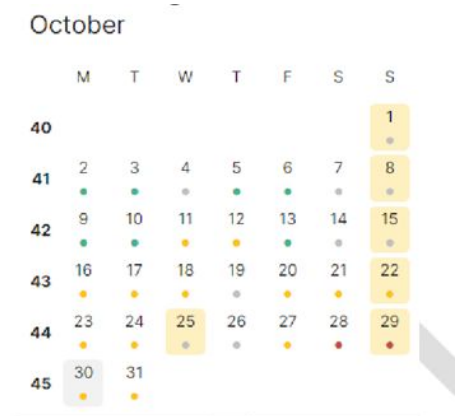
1. At the top of the page, click on **"Timesheets"**.



2. This will bring you to the *"Timesheets"* window. This window is split into two sections:
 - The left hand side is a calendar from which you can select the days you wish to submit time for.
 - The right hand side will update depending on what you have selected from the calendar.



3. The **Timesheet calendar** allows you to select a specific week or day to enter your hours. It also provides an overview of time already submitted, so you can easily track your entries at a glance.





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The calendar view includes various dots and colour highlights to indicate the status of each day. The table below explains what each icon and colour represents:

Icon	Icon Description	Description
●	Grey Dot	No time has been submitted for this day.
●	Yellow Dot	You have submitted time, but it has not yet been approved by your assignment supervisor.
●	Red Dot	You have submitted time, but it has been rejected by your assignment supervisor. Please review the comment and resubmit.
●	Green Dot	You have submitted time and it has been accepted by your assignment supervisor.
	Yellow Background	This highlights the final day of a pay period for one of your assignments
	Grey Background	Bank Holiday.

Timesheet Week View

When you select a day from the calendar view, the system will automatically display the "Week View" table by default.

The screenshot shows the UCD Registry interface. On the left is a calendar for September 2023. On the right is the 'Week View' table. A red arrow points from the 27th of September in the calendar to the 'Week View' table. The 'Week View' table has columns for Job name, Pay period, Hour type, and days of the week (U, T, W, T, F, S, S) with a Total column. The table is currently empty, showing zeros in the Total column.

Submitting Time on the Week View

From the Week View table, you can:

- Select your assignment using the **"Job name"** drop-down menu
- Choose the relevant hour type using the **"Hour type"** drop-down menu
- Enter your time worked for each day under the appropriate column



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See the example below for a completed weekly timesheet.

< Week 40 >

Job name	Pay period	Hour type	M 25/09	T 26/09	W 27/09	T 28/09	F 29/09	S 30/09	S 01/10	Total
UG Student Ambass...	11/09 - 08/10 (four weekly pay frequency)	Standard hours	7:30	7:30	7:30	7:30	4	hh:mm	hh:mm	34
UG Student Ambass...	11/09 - 08/10 (four weekly pay frequency)	Double time	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	2	hh:mm	2
UG Student Ambass...	11/09 - 08/10 (four weekly pay frequency)	Holiday hours	hh:mm	hh:mm	hh:mm	hh:mm	3:30	hh:mm	hh:mm	3:30
			hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	hh:mm	0
Total			7:30	7:30	7:30	7:30	7:30	2	0	30:30

Note: Enter time in the format **hh:mm**.

- For example, 7 hours and 30 minutes must be entered as **07:30** or **7:30**. Do **not** enter **7.5** - this is invalid.
- If you are only submitting hours, you may enter **8**, **8:00**, or **08:00** - all are valid.

When you're satisfied with your entered time, click "**Submit**" at the bottom of the page to send it to your supervisor.

If you're not ready to submit yet but want to save your changes, click "**Save draft**".

Save draft

Submit

When you click "**Submit**", a comment box will appear where you can optionally add a comment.

Are you sure you want to submit week?

Comment

Cancel

Confirm

Once submitted, the time entry boxes will be highlighted in **yellow**, indicating they are awaiting supervisor approval. The calendar dots will also turn **yellow** to reflect this status.

Job name	Pay period	Hour type	M 09/10	T 10/10	W 11/10	T 12/10	F 13/10	S 14/10	S 15/10	Total
UO Student Anthesis...	05/10 - 05/11 (Over weekly pay frequency)	STANDARD HOURS	7:30	7:30	7:30	7:30	4	00:00	00:00	34
UO Student Anthesis...	05/10 - 05/11 (Over weekly pay frequency)	Holiday hours	00:00	00:00	00:00	00:00	3:30	00:00	00:00	3:30
UO Student Anthesis...	05/10 - 05/11 (Over weekly pay frequency)	Downtime	00:00	00:00	00:00	00:00	2	00:00	00:00	2
			00:00	00:00	00:00	00:00	00:00	00:00	00:00	0
Total			7:30	7:30	7:30	7:30	7:30	2	0	20:30

Updating & Removing Time from the Day View

If you submit time in error, you can update the entries, provided they haven't been approved and the pay period is still open.

To update time, select the time entry you wish to update, change the time and press **"Submit"**

Hours Today: 4

Hours Week: 20:30

Submit

To remove a time entry, click the **"X"** next to the relevant assignment, then click **"Submit"**.

Value

4

X



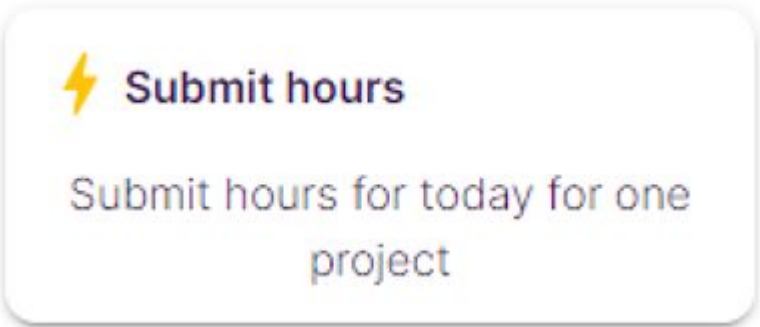
Dashboard

The **Dashboard** is the first page you see when you log in to the timesheet app. You can also access it at any time by clicking **"Dashboard"** at the top of the screen.

From the Dashboard, you can perform quick actions such as submitting time.



- To submit time for the current date, click the **"Submit Hours"** button.



Submit hours

19-10-2023

UG Student Ambassador - Registration Helpdesk Sem 1 ...

Value8

Cancel

Submit

Complete the form that appears, then click **"Submit"**.



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