

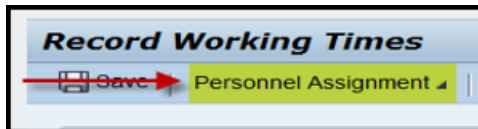


QRG – Time Recording for Multiple Personnel Assignments

Many employees have concurrent employment (multiple assignments). Employees can utilize the following instruction to ensure that hours are recorded on the appropriate assignment.

Recording Hours

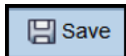
- From myUK, access the Employee Self Service Tab
- Select Working Time, and then select Record Working Time
- From the Personnel Assignment drop down menu, select the appropriate assignment.



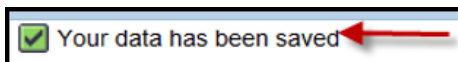
- Enter the hours.

De...	Date	P	P a	Att./abs. type	Planned	Actual	Hours
					16.00	16.00	
	SU, 12/16	...	5...		0	0.00	
	MO, 12/17	...	5...	HOURS WORKED		0.00	2
	TU, 12/18	...	5...	HOURS WORKED		0.00	2.5
	WE, 12/19	...	5...	HOURS WORKED		0.00	2

- Once the hours have been recorded click <save>.



- You will receive a message indicating that your data has been saved, and routed to your supervisor for review/approval.



Additional Tips

- Avoid click back and forth between multiple personnel assignments while entering time.
- If you are unsure of which personnel assignment to select, then please touch base with the department Payroll Time Administrator.