ELECTRONIC TIMESHEET

QUICK STEPS

FOR FWS STUDENTS

Log in to MyUMB Portal

(Click on MYUMB) https://www.umaryland.edu/

Click on the widget for Non-Exempt Timesheet

Click Add a New Value

Enter the end date for the pay period *(The current pay period end date will auto populate)*

Click Add

You are now at FWS Timesheet to record worked hours

UNIVERSITY of MARYLAND BALTIMORE

UMID:

Password:

Login

Forgot Password?   First Time User, Setup Your Password   OneCard Guest Deposit

Shibprd 5

What is the UMID?

The UMID is a common ID that enables you to access many campus applications with the same username and password.

Learn more about the UMID.

Multi-Factor Authentication

Your UMID and password require Multi-Factor Authentication (MFA) while both on campus and off campus.

Learn more about MFA.

For Non-Exempt Student Employees, the link will state **Non-Exempt Timesheet**

myUMB

Exempt Timesheet

Travel/Business Expense Forms

Campus Shuttle

Ellucian Banner

UMB ePAF Forms

My Leave Inquiry

President's Letters

SCOTUS Ruling: Dobbs v. Jackson Women's Health Organization
June 22, 2022

Retirement Announcement: Susan Gillette
June 09, 2022

Statement on Robb Elementary Shooting
May 25, 2022

Commencement 2022
May 19, 2022

HR

My Leave Inquiry
My Timesheet Profile
Tuition Remission
HR Job Description
Live Near Your Work
Employee Learning (LMS)
Taleo
Employee Benefit (SPS)

Public Safety

Building Access

Tapride (Safe Ride)

UMB Non-Exempt Timesheet

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value

▼ Search Criteria

End Date: [=] ▾ [_____] 🔍
Timesheet Status: [=] ▾ [_____] ▾

[Search] [Clear]   Basic Search 🔍 Save Search Criteria

Find an Existing Value | Add a New Value

Click "Add a New Value" to enter a timesheet for the first time; click "Find an Existing Value" to make changes to an existing timesheet

UMB Non-Exempt Timesheet

Find an Existing Value	Add a New Value

End Date: [07/16/2022] 🔍

Enter Pay Period End Date

[Add]

Then click "Add"

Find an Existing Value | Add a New Value

For each day you worked, enter total hours.

UMB MESSAGE

Enter 'D' only for duty days

Description	Time Reporting Code	Sun 07/17	Mon 07/18	Tue 07/19	Wed 07/20	Thu 07/21	Fri 07/22	Sat 07/23	Sun 07/24	Mon 07/25	Tue 07/26	Wed 07/27	Thu 07/28	Fri 07/29	Sat 07/30	Total Hours	Override Reason Code
Regular	Duty Days																

PAID LEAVE

Apply Profile

Vacation	VCS															0.00		
Holiday	HLS															0.00		
Personal	PRS															0.00		
Sick	SCS															0.00		

Total Leave Hours																	

OTHER TIME REPORTING CODES

Other Time Reporting Codes															0.00		

Personalize | Find | View All | 📷 | 🔢   First ◀ 1 of 1 ▶ Last

Comment Text

[ ] ➕ ➖

Save As Draft   Apply Edits

Correct Timesheet   Submit

Click "Submit" when complete

Student employees may not exceed reporting 10 hours per day or exceed 20 hours per week.