Student Timecard Application (HuskyTime)
User's Guide

Purpose: This documentation will guide the Student thru the various tasks in the application.

Application URL: http://huskytime.uconn.edu

1. **Logging In:**
   a. Login
      i. Click Login to access the application. The Single Sign-On page will display.
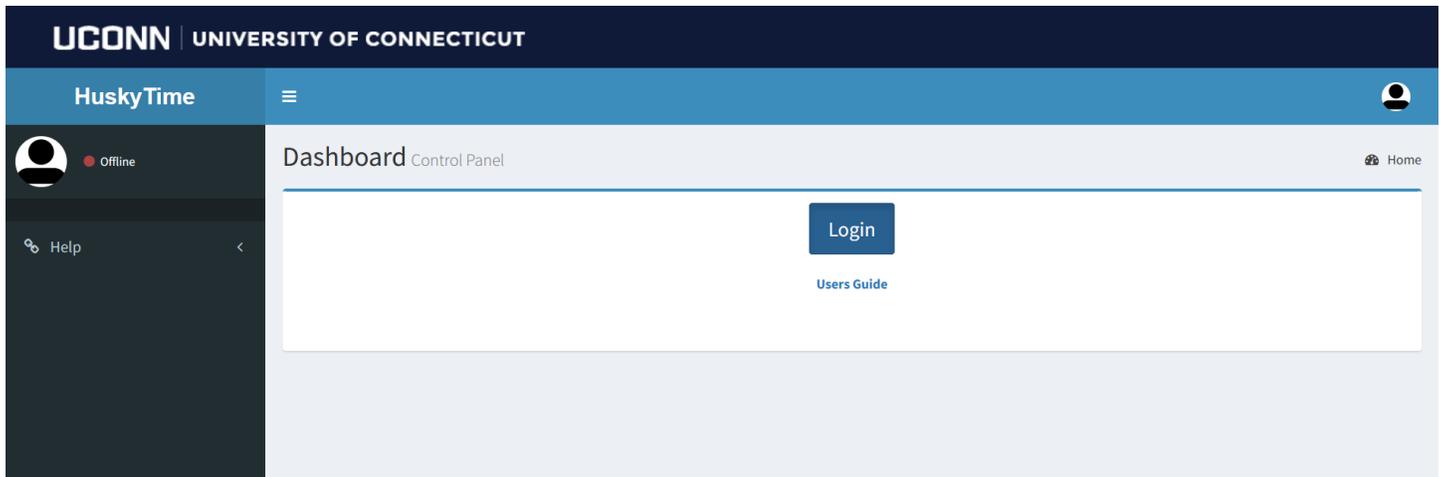
   ii. Enter NetID and Password, then click Login.

2. If logging in for the first time, the following screen will be displayed.
   a. Click ***Create Your Profile***.
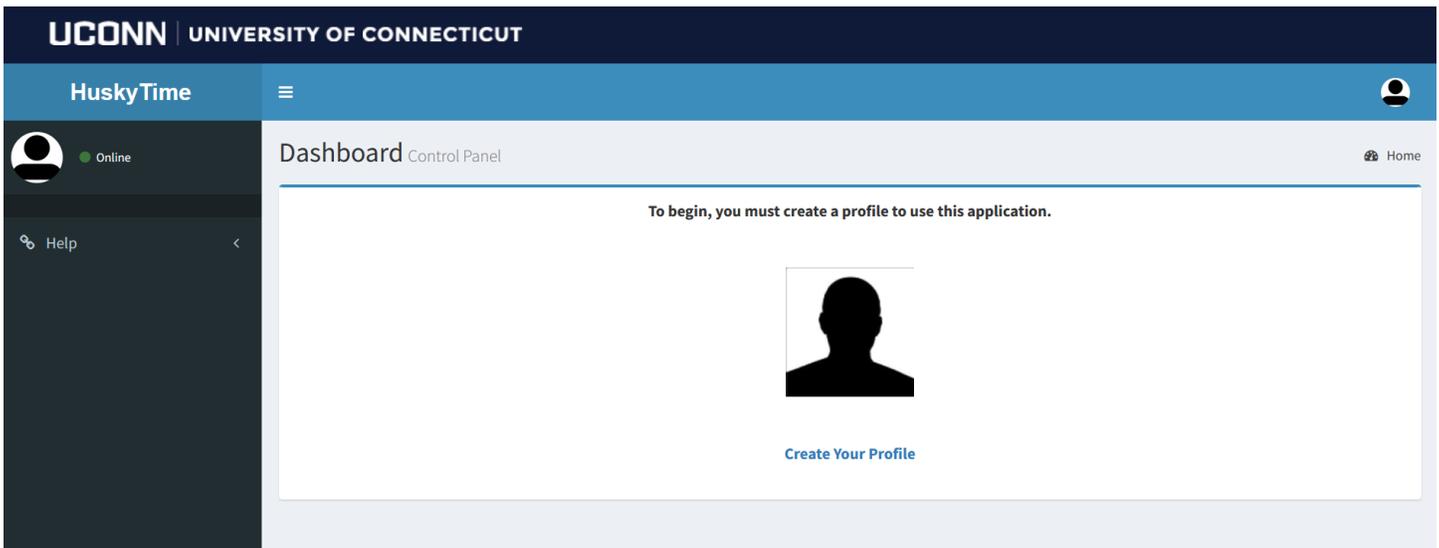
b. The application will do a search of LDAP based on your NetID. The following fields will be prefilled; NetID, first name, last name, email address, employee ID and Peoplesoft ID.

    i. From the dropdown, select the appropriate department.

    ii. Complete the required fields, with an asterisk, then click Create. An email will be sent to the Department Administrator for the selected department.

    iii. The next screen will require you to Logout until your request has been completed.
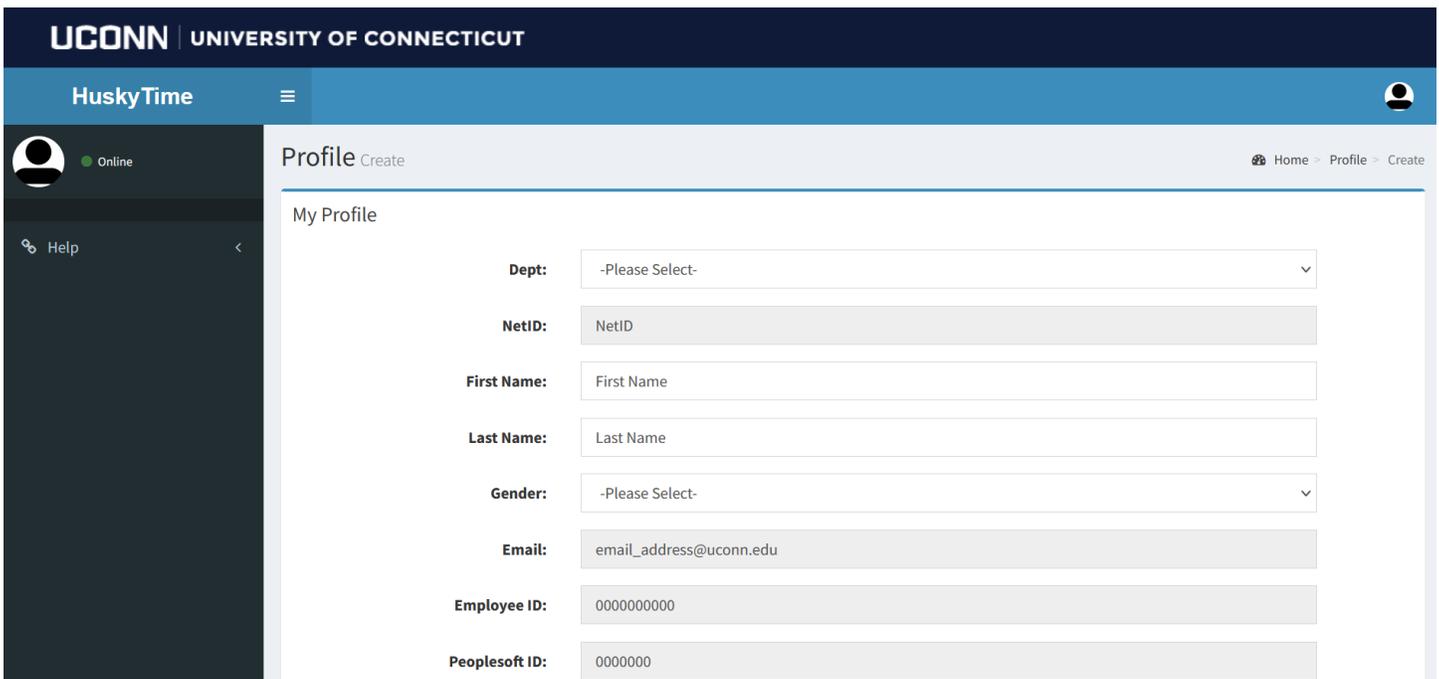
3. Student Timecard Entry (Standard option).
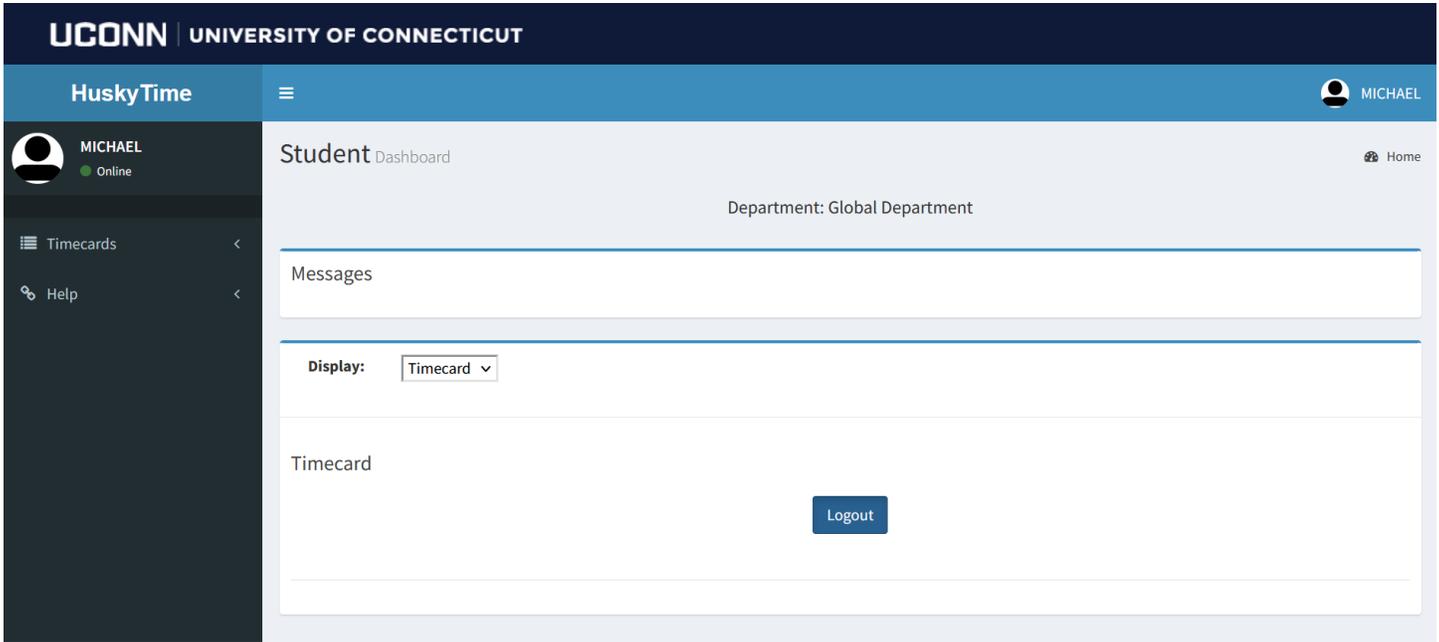
a. **Home**:
  i. If the department is using the Punch In/Punch Out feature, the timecard will display on this page.
  ii. Announcements from the department administrator may also be displayed on this screen.
b. **Profile / Settings**:
  i. Click on your name in the upper right corner.
    1. **Profile**: there are several tabs that will allow you to update and change your personal data. There are several fields that are not updateable.

2. **Settings**: if you are in multiple departments in HuskyTime, you'll go here to switch between them.

c. **Timecards**:

i. **Current**: will allow you to enter in the date, job, time in and time out each time you work. The entry will be added with a **Pending** status. Keep in mind, the application ***will not*** take time out for lunch breaks. All hours entered will be displayed in the screen below, Hours Worked. You have the ability to send a note for each entry, if needed. Click ▣ under Controls. Once the entries have been rectified by your supervisor and/or department administrator, the status will change to Approved.

1. If an entry has been edited by your supervisor or department administrator, an ***** will appear next to it.
2. If a note has been sent by your supervisor or department administrator, the value under Notes will increase. Click on the value to display the notes.
3. Click Print Timeout to create a printout of the entries.
4. Announcements from the department administrator may also be displayed on top of this screen.

ii. **History**: will allow you to view previous entries from prior pay periods.
1. Enter the start of pay period you want to search. For example: 06 then select from the lookup list then click Search.

d. **Help**:
i. About: will contain the User's Guide.

4. **Student Timecard Entry (Punch In/Punch Out option).**

a. **Home**:
   i. If the department is using the Punch In/Punch Out feature, the timecard will display on this page.
      1. **Date**: is auto populated with the current date.
      2. **Job**: select the job from the dropdown list, then click Punch In. The following screen displays the details (Date, Job, Time In and Status).
      3. **Shift**: select Standard if not using the Schedule module.
      4. **Remote Work**: select N/A unless you're authorized to telecommute as use this option.

5. Once you have completed your shift, click Punch Out.

Timecard

Punch In

Pay Period:		07/29/2022 - 08/11/2022			
Date		**Job**	**Shift**	**Remote Work**	**Control**
08/08/2022		Programmer (BO) ⌄	Standard ⌄	N/A ⌄	Punch In

Logout

Hours Worked

Date	Job	Time In	Time Out	Total Hours	Remote Work	Status	Notes	Controls
08/08/2022	Programmer	10:37am	10:43am	0		Pending	(0)	📎 ⊖

6. The entry will be added with a **Pending** status. All hours entered will be displayed on the screen as well.
7. Click on the icon to leave a note.
   ii. Announcements from the department administrator may also be displayed on this screen.

b. **Profile / Settings**:
   i. Click on your name in the upper right corner.
      1. **Profile**: there are several tabs that will allow you to update and change your personal data. There are several fields that are not updateable.
      2. **Settings**: if you are in multiple departments in HuskyTime, you'll go here to switch between them.

c. **Timecards**:
   i. **History**: will allow you to view previous entries from prior pay periods.
      1. Enter the start of pay period you want to search. For example: 06 then select from the lookup list then click Search.

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HuskyTime

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MICHAEL
● Online

☰ Timecards ⌄
○ Current
○ History

⚙ Help ‹

Timecard History

Home > Reports > Timecard History

Timecard History

Pay Periods: -Please Select- ⌄

Search

No Data Found.

d. **Help**:
    i. About: will contain the User's Guide.

Version	Date	Author
Initial Draft	07/08/2015	Ruben Mercado
Updated	08/08/2022	Ruben Mercado