

January 20, 2009

PCC Hourly Employees:

The University of Washington has implemented an electronic method for hourly employees to submit timesheets for approval/payment. The *UW Timesheet* is an online timesheet available to hourly employees via their UW NetID within Employee Self-Service (ESS), and this login can be found at: <http://myuw.washington.edu/>

Pulmonary and Critical Care Medicine hourly employees will be required to log into Employee Self-Service (ESS) via MyUW, click the Timesheet Tab, and begin entering hours. At the end of each pay period, click the “Review and Submit Timesheet” button at the bottom of the screen to submit the timesheet to an approver/supervisor for payment.

**Q:** What are the UW Timesheet due dates?

**A:** Timesheets for the first half of the month (1st-15th) are due on the 16th of the month. Timesheets for the second half of the month (16th – end of the month) are due on the 1st of the following month. **Timesheets not submitted on time will be paid on the NEXT payroll cycle.**

**Q:** What types of email notifications do employees receive?

**A:** Employees will receive an auto-generated reminder email from the timesheet system if they haven't submitted their UW Timesheet by the timesheet due date. Employees will also receive an email if an approver rejects their timesheet. **Employees will have until the 1st and 16<sup>th</sup> of each month to submit their timesheets (at the very latest).**

Information and tutorials for employees may be found at:

[http://www.washington.edu/admin/payroll/Timesheet\\_Info\\_employee.html](http://www.washington.edu/admin/payroll/Timesheet_Info_employee.html)

If you have questions, please do not hesitate to contact:

Tara Trowbridge

Pulmonary Payroll Coordinator

(206)731-2273

[tbridge@u.washington.edu](mailto:tbridge@u.washington.edu)