Web Time Sheet Entry for Approvers and Proxies
Quick Reference Guide

1. Proceed to UAOnline: http://uaonline.alaska.edu
2. Select Login to Secured Area (Students, Staff, & Faculty)
3. Login using your UA ID and PIN
4. Select Employee Services
5. Select Time Sheet
6. Select Approve or Acknowledge Time
   a. Select Proxy Set Up to setup proxy or proxies (if you have not done so)
   b. If acting as Proxy, select Approver name from Act as Proxy list
7. Click Select
8. Select Pay Number from drop-down menu
9. Select preferred Sort Order
10. Click Select
11. In the Pending section, click on an employee’s name
12. Review the employee’s time sheet
13. If time sheet is correct, select Approve
14. If time is incorrect, select Add Comment and then Return for Correction
15. Select Next or Previous to review other pending time sheets
16. Select Previous Menu to return to the Department Summary page
17. Verify “Approved” status is displayed for time sheets you approved
18. Select Exit to log out of UAOnline

NOTE: In order to protect your account when using a public computer, you should always log out of UAOnline using the "EXIT" link found in the upper portion of your screen. This action prevents others from accessing your account through a browser tab or window that you may have left open. Just closing your browser tab or window does not log you out of UAOnline.