

Employees: Check 1,250 Hour Limit

Employee instructions on checking total hours worked in a fiscal year

1. Log in to the **Employee/Affiliate Access** section of [webBASIS](#) using your UARK ID and password:



The screenshot shows the webBASIS: Logon page. At the top left is the University of Arkansas logo. In the center, it says "webBASIS: Logon". On the right, it says "Business and Administrative BASIS Strategic Information Systems" with a link to "Email questions to the BASIS Team". Below this is the "Employee/Affiliate Access" section. It contains instructions: "Please enter your UARK ID (the ID used for e-mail, the component that precedes @uark.edu), followed by your UARK ID/e-mail password. (If you do not know your UARK ID or password, please read the information regarding [New User Information](#) for assistance.) Once these values have been entered, click the *Logon* button to validate your entries and sign on to webBASIS." Below the instructions are two input fields: "UARK ID" and "UARK Password", followed by a "Logon" button. A yellow arrow points to the "Employee/Affiliate Access" section.

## 2. Select “Hourly Time” on the Main Menu

webBASIS for Employees: Main Menu

Business and Administrative  
**BASIS**  
Strategic Information Systems  
[Help](#) [Logoff](#)

**Main Menu**

Title	Description
<a href="#">webBASIS Notices</a>	Browse <i>notices</i> of changes and enhancements that have been made to webBASIS. Notices are presented in most recent to least recent sequence. A brief summary of the change is presented in the list, and a full description is provided upon selection of a specific notice.
<a href="#">My Personal Data</a>	This is where you can find, and in many cases change, your personal information such as <i>ethnicity, veteran status, addresses, emergency contact information, education data, and prior state service.</i>
<a href="#">My Pay</a>	This is where you can find all of your Payroll information: <i>W4 tax options and Deposit Accounts</i> which can be changed here plus past <i>Pay Activity</i> (including all Earnings Statements), <i>Future Pay</i> (where you can perform what if analysis with your deductions), and <i>Annual Pay</i> history.
<a href="#">Hourly Time</a>	This menu of facilities is only relevant to <i>hourly</i> employees and their <i>supervisors</i> . It includes functions related to the webBASIS <i>Time Clock</i> (clocking in and out on the web, and supervisor’s acceptance of that time), and functions to browse <i>Wage Rates</i> and <i>Hourly Time Sheets</i> .
<a href="#">My Leave</a>	Browse your monthly leave accounting data with options to view or email a detail <i>Monthly Leave Report</i> .
<a href="#">My Benefits</a>	Enter or update your retirement elections (if, where, and how much <i>you</i> wish to contribute), view all of your current benefits information, and during November and December perform your annual benefits enrollment.
<a href="#">My Travel</a>	This is where you can find all of your Travel information: <i>Travel Authorizations, Travel Claims, and Traveler TCard Charges</i> . You can create new travel claims or update existing claims by first selecting the appropriate TA. Claim payment information can also be obtained by drilling down through your <i>authorizations</i> or viewing your <i>claims</i> .
<a href="#">My Assets</a>	Browse the University owned <i>assets</i> for which you are responsible, or select an asset by its <i>Tag Number</i> . Options are available to view or email detail information about an asset, or to request a change to an asset’s <i>Budgetary Unit, Location, or Responsible Employee</i> .
<a href="#">My eBusiness Charges</a>	Browse electronic charges for which you are responsible – <i>office or scientific supplies or procurement, travel, or fuel card purchases</i> – with an option to view the associated charge detail. If you are not responsible for any of these types of purchases, there will be no charges available to display.

## 3. Select “Hourly Time Sheets”

webBASIS for Employees: Hourly Time

Business and Administrative  
**BASIS**  
Strategic Information Systems  
[Home](#) [Return](#) [Help](#) [Logoff](#)

[ [Main Menu](#) > Hourly Time ]

The next Hourly Payroll will run **February 19th at 7:00 PM** to be paid **February 25th**.  
(In 13 days 6 hours and 0 minutes.)

**Hourly Time**

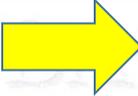
Title	Description
<a href="#">Time Clock</a>	A web based <i>time clock</i> for recording starting and ending work times. Hourly employees must be approved by their hiring department to use this facility, and the employee and supervisor <b>must</b> both agree with the recorded <i>work times</i> (no paper time sheet or signatures are used or required). Interested employees should discuss possible use with their supervisors.
<a href="#">Time Clock Punches</a>	Browse your Hourly Time Clock punches – for those authorized and directed to use the webBASIS Time Clock. <i>Clock Out</i> times, wage rate selection, and comments may be changed for <i>open</i> punches or those <i>pending</i> acceptance by the supervisor. Those same punches may also be <b>deleted</b> when the <i>Clock In</i> time is incorrect (to be re-entered).
<a href="#">Wage Rates</a>	Browse your <i>hourly</i> wage rates with options to view a wage rate, browse time sheets and payments made for a wage rate, or view (or update) time punches for a wage rate (when the webBASIS Time Clock is being used).
<a href="#">Hourly Time Sheets</a>	Browse your hourly time sheets (time for which you have been or will be paid) with options to view or email yourself detail <i>Time Sheet</i> information and view total hours worked for a fiscal year.
<a href="#">Supervisor’s Active Wage Rates</a>	Browse active hourly <i>Wage Rates</i> for which you are designated as the supervisor. Options are available to accept for payment <i>pending</i> webBASIS Time Clock punches, browse <i>punches</i> (and then update or split them), and view detail wage rate information.

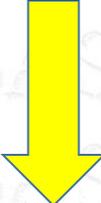
4. Select the radio button “Total Hours Worked for a Fiscal Year” then click on any of the links in the Period End column of the Hourly Time Sheets table:

**webBASIS for Employees: Hourly Time Sheets**

[ [Main Menu](#) > [Hourly Time](#) > Hourly Time Sheets ]

Action to perform  View Time Sheet  
 Email Time Sheet  
 Total Hours Worked for a Fiscal Year





Hourly Time Sheets  
ordered by Pay Period End Date descending

BU	Title	Period Begin	Period End	Regular Pay Date	Regular Pay
RAZT	Service Assistant I	01/20/2015	<a href="#">01/23/2015</a>	02/10/2015	320.00
RAZT	Clerical Assistant I	12/16/2014	<a href="#">12/19/2014</a>	01/09/2015	250.00
RAZT	Clerical Assistant I	12/01/2014	<a href="#">12/15/2014</a>	12/22/2014	830.00
RAZT	Clerical Assistant I	11/17/2014	<a href="#">11/28/2014</a>	12/10/2014	695.00
RAZT	Clerical Assistant I	11/05/2014	<a href="#">11/14/2014</a>	11/25/2014	635.00
RAZT	Clerical Assistant I	10/16/2014	<a href="#">10/31/2014</a>	11/10/2014	667.50
RAZT	Clerical Assistant I	10/01/2014	<a href="#">10/15/2014</a>	10/24/2014	740.00
RAZT	Clerical Assistant I	08/18/2014	<a href="#">08/22/2014</a>	09/25/2014	0.00

Search for Hourly Time Sheets  
on/before [Period End Sat. Date](#) 01/24/2015

5. The Hours Worked<sup>(1)</sup> column in the Total Hours Worked for Fiscal Year 20XX (current fiscal year) table will display the number of hours that have been paid in the current fiscal year. The total number of hours in this column cannot exceed 1,250 during any fiscal year (July 1 – June 30)



Total Hours worked for Fiscal Year 2015		
	Hours Worked <sup>(1)</sup>	Other Hours
To be paid 02/25/15	0.00	0.00
Paid from 10/24/14 through 02/10/15	438.25	16.00

<sup>(1)</sup> Hours paid to an employee for being physically present at work. These Hours are distinguished separately from **Other Hours** (normally holiday) in order to determine whether overtime is paid at a straight time rate or an overtime rate.