TAMS
Time and Management System

Entering Your Time

HR will have given you an A number and a temporary password to sign into TAMS. If you lose this, ask your manager/mentor for assistance.

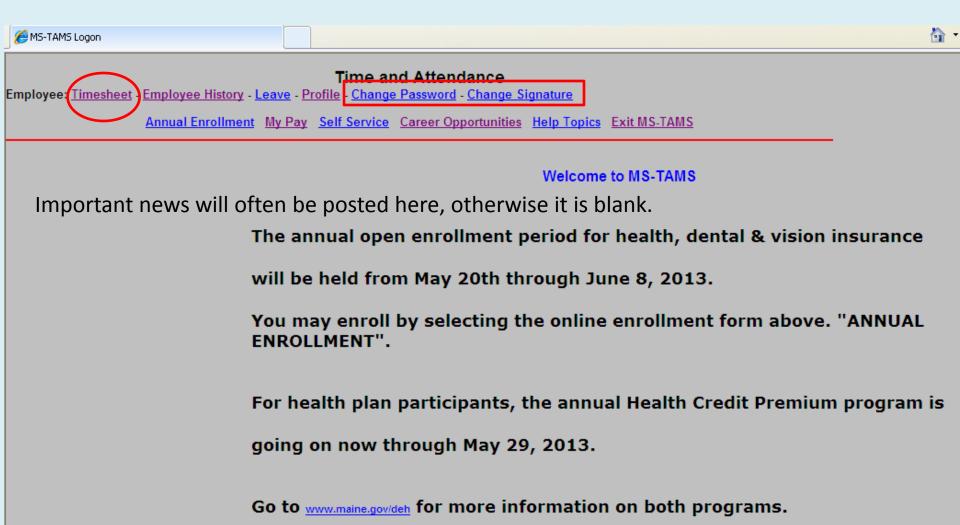**From your desktop double-click on the TAMS shortcut.**

Type your A number in the username section and your password and click OK.

On your first visit you will want to **change your password** and **create a signature**.

To enter time, click on Timesheet.

TIMESHEET SCREEN

Job Class Title	**Pay Period Ending**	**Status**	**Name**	**Version**
INFO SYSTEM SUPPORT SPEC	06/22/2013 ▼	New Timesheet	Moiseenko, Natasha	

Work Week	**Biweekly Hours**	**Overtime Eligible**		
Standard	40	Yes		

Last BiWeekly Leave Posted for	**Sick**	**Vacation**	**Personal**	**Comp**
(Pay Period ending: 05/25/2013, in hours)	0	0	0	0

Week 1

Su Jun 09	M Jun 10	Tu Jun 11	W Jun 12	Th Jun 13	F Jun 14	Sa Jun 15	Description	Project/Task	Cost Center	Activity	Site	Total
							▼	▼				
							▼	▼				
							▼	▼				
							▼	▼				
							▼	▼				
							Hours Week 1	Total Pay Hrs 0	Total Non-Pay Hrs 0			

Week 2

Su Jun 16	M Jun 17	Tu Jun 18	W Jun 19	Th Jun 20	F Jun 21	Sa Jun 22	Description	Project/Task	Cost Center	Activity	Site	Total
							▼	▼				
							▼	▼				
							▼	▼				
							▼	▼				
							▼	▼				
							Hours Week 2	Total Pay Hrs 0	Total Non-Pay Hrs 0			

[Reset] [Save Changes] **Timesheet History**

By entering my electronic signature and pressing 'Accept/Sign', I am certifying that I have worked on the indicated cost objectives/activities/programs.

[_____] [Accept/Sign]

Time and Attendance

Employee: Timesheet - Employee History - Leave - Profile - Change Password - Change Signature

Annual Enrollment   My Pay   Self Service   Career Opportunities   Help Topics   Exit MS-TAMS

TIMESHEET SCREEN

Job Class Title	Pay Period Ending	Status	Name	Version
INFO SYSTEM SUPPORT SPEC	06/08/2013	Modified By Employee	Moiseenko, Natasha	1
Work Week	Biweekly Hours	Overtime Eligible		
Standard	40	Yes		
Last BiWeekly Leave Posted for	Sick	Vacation	Personal	Comp
(Pay Period ending: 05/25/2013, in hours)	0	0	0	0

Messages
TAMS-305-WARNING: ENTERED BI-WEEKLY HOURS TOTAL IS MORE THAN THE REGULAR BI-WEEKLY HOURS TOTAL

Week 1

Su May 26	M May 27	Tu May 28	W May 29	Th May 30	F May 31	Sa Jun 01	Description	Project/Task	Cost Center	Activity	Site	Total
	8	9.5	6	3	7	2	REGULAR	ALL OIT ALL, M16 ADMINISTRATION				35.5

Hours Week 1 35.5   Total Pay Hrs 35.5   Total Non-Pay Hrs 0

Su May 26	M May 27	Tu May 28	W May 29	Th May 30	F May 31	Sa Jun 01
	8	9.5	6	3	7	2
	8	9.5	6	3	7	2

Fill in your **hours** each day. Don't forget to select your **Description** and **Project /Task**.

If you take time **other than "Regular"** time you will need to use a separate line. You may also have to portion out your time **to different projects or tasks**.

If you make any changes to your time card you will need to **save them**.

When you time card is done, you will need to **sign it** with your **electronic signature** before it can be processed by payroll. Once you sign it, you can no longer edit it.

You card will be sent to you mentor for approval. If there are any issues it will be sent back to you for correction (you will receive an email).

If you have any questions about how to fill out your timecard, please ask your mentor.