

Timesheet History, is a tab you should review. I encourage you to save the following steps:

- Click on your “My UMB Employee Self Service” tab
- Click on “My Non-Exempt Timesheet”
- Click on the drop-down menu “UMB Self-Service” and select the “My Timesheet History” option
- Enter your Employee Record, “Empl Record”
 - You should be able to enter “0” if you have one position. If you have multiple jobs - Concurrent Employment- on campus, please enter the appropriate record, either “0” or “1”
 - However, you may also use the magnify glass to locate your employee record by name.

Your timesheet history will show you what timesheets were submitted by you.
Under Timesheet Status:

- **Status:** Loaded - Loaded - means that you submitted your timesheet, it has been approved at all timesheet approver levels, and is being processed or has been processed for a past pay period.
- **Status:** Not Loaded- SPRV-Aprvd - means that you submitted your timesheet, your supervisor approved it, and it is now awaiting my final approval.
- **Status:** Not Loaded- Not Submtd- means that you have opened and created your timesheet but have not submitted.
- **Status:** Not Loaded- Recycled- means that your timesheet was recycled back to you by your supervisor or the final timesheet approver.
- If you do not see the pay period end date for the pay period in question, that means you did not submit a timesheet (contingent on the effective start date).