Instructions for electronic time submissions in HRMS

1. Log on to HRMS using your WUSTL Key and password. The link to sign into the HRMS system is

   https://wuissrv20.wustl.edu/psp/HRMS/?cmd=login&languageCd=ENG

HRMS can also be accessed from the University’s homepage: www.wustl.edu > Faculty and Staff >
2. After you have successfully logged in, open your timesheet. The navigation is as follows: Employee Self Service>Time Reporting>Report Time

3. A timesheet for the current pay period is displayed
4. Find the row containing the appropriate date.

5. Enter your time beginning with your actual start time (e.g., 10:15AM), the time you started, your meal break, the time you returned from your meal break and the time you left work. The Time Category column will automatically populate to Regular.

6. Click “Save for Later”. We recommend that you log your hours at the end of each shift you work. Your hours will be totaled by week and period at the bottom of the page.
7. When all days in the pay period have been entered, click the “Submit For Approval” button.

8. Your timesheet will be routed to your approver for review and approval. If your timesheet is denied or changed, you will receive an email.

9. Your timesheet must be submitted for approval by the deadline set forth by your Department. A payroll schedule is attached for your reference. Unless otherwise noted on the schedule, please submit your time for each two week pay period by 5:00 pm on the Friday the period closes. If you work on Saturday, then submit on Saturday. We recommend the use of calendar notices to stay on schedule.

10. Your pay for the current pay period will be based upon the hours reported on your timesheet. Paychecks are generally released the Friday following the pay period ending date. The use of Direct Deposit for receiving your paychecks is strongly encouraged.
11. Direct Deposit set up and changes can be made in Employee Self Service. At the HRMS Login, use your WUSTL Key, to sign in to Main Menu; Employee Self Service; Payroll and Compensation. You can also view your paycheck, update your federal and state tax form, and consent to receive your W-2 electronically here.

Please contact the Shared Business Services Hub if you have any questions or problems entering or submitting your hours. Our email address is sbs.hub@wustl.edu and our main telephone number is 314-935-4400. Christine Weber, our HRMS/Payroll specialist can be reached directly at 935-2899 and Linda Specker, the Director of Shared Services can be reached directly at 935-3739.