

# Timesheet Resources

## Timesheet Resources

This documentation refers to the Atlas Online Gateway.  
You can access Atlas at <https://atlas.mit.edu/>

## Timesheet Access

Timesheets are available for authorized users in two locations:

- **Support Staff, Service Staff, and Students** can access their own timesheets from the Atlas Self Service tab, under **My Time**
- **Time Approvers, Time Administrators, and Distribution Reviewers** can access timesheets for their authorized Time Groups on the Atlas Manage People tab, under **Time Sheets**



To obtain authorizations to approve or administer timesheets, or to review distribution, please contact your department HR administrator, or send a request to [business-help@mit.edu](mailto:business-help@mit.edu)

## Recent Updates/Enhancements

### Requirement to report all hours in the employee's normal work week

For support and service staff, the total hours entered for the week must equal or exceed the employee's normal weekly hours. Any hours unaccounted for should be entered as Leave Without Pay (LWOP).

### Automated reduction of vacation and sick-leave balances due to Leave Without Pay

When an employee is on Leave Without Pay for at least one month, vacation and sick-leave balances will now be reduced automatically, in accordance with MIT policy.



Learn more about the policy at <http://hrweb.mit.edu/policy/4-16> and <http://hrweb.mit.edu/policy/4-3>.  
Learn more about how leave reductions will be calculated at [http://hrweb.mit.edu/system/files/lwop\\_automated\\_reduction\\_examples\\_nonexempt.pdf](http://hrweb.mit.edu/system/files/lwop_automated_reduction_examples_nonexempt.pdf)

## Quick Reference Cards

[Time Entry for Support Staff](#)  
[Time Entry for Campus Police](#)  
[Time Entry for Other Service Staff](#)  
[Time Entry for Students](#)



Correction to the Time Entry for Students card above: students will now be able to report hours 6 months into the past, rather than 10 weeks.

[Time Approval, Time Administration & Distribution Review](#)