To Enter Your Time in the FAMIS Web Time

1. Go to [https://www.sites.uidaho.edu/famiswebtime/](https://www.sites.uidaho.edu/famiswebtime/)

2. At the login screen, enter your FAMIS User ID and Password, click the Logon button.

3. If this is the first time you updated your time card this week, (if not, skip to #4)

   a. Click the Add Time In/Time Out button.

   b. In the Time In/Time Out table, click the Delete button for the days you do not work.
4. Enter / Edit Time Cards

Click the Enter Default Times button (above the Time In/Time Out table).
If you need to change your time in/time out hours, use the Edit button for the record to be edited.

5. Enter / Edit Time Cards

Click the Enter Default Hours button (above the Work Order/Hours table).
If you need to change your work order or labor hours, use the Edit button for the record to be edited.

6. Enter / Edit Time Cards

Click the Approve Button.
If you don’t want to approve your time card just yet, just log out. Your time card will be saved.
Once approved, your time card is done for the week.
FAMIS Web Time Quick Reference Guide

For more detailed instructions on how to use FAMIS Webtime, go to here.
## Change History

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<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Changed By</th>
</tr>
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<tbody>
<tr>
<td>February 23, 2010</td>
<td>Initial Document</td>
<td>Tim Haight</td>
</tr>
<tr>
<td>June 22, 2012</td>
<td>Reformatted</td>
<td>Tim Haight</td>
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