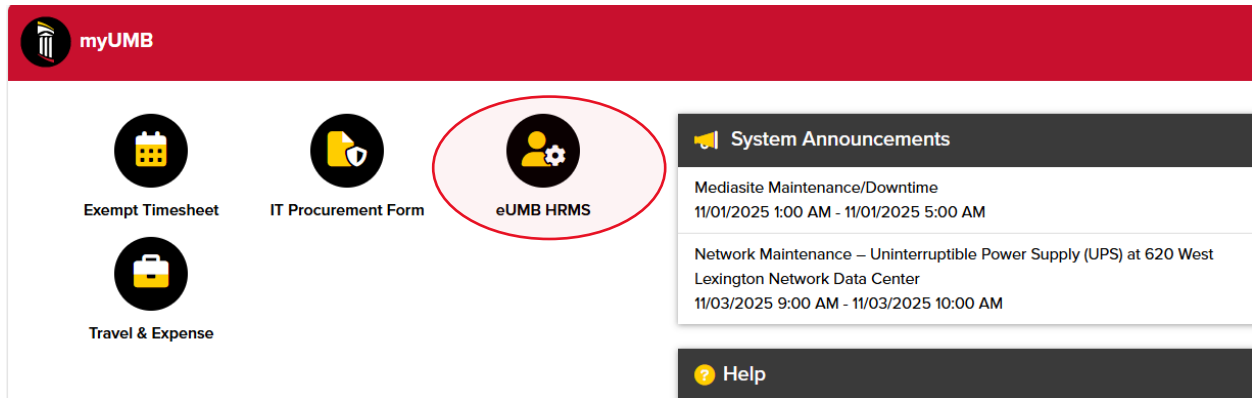
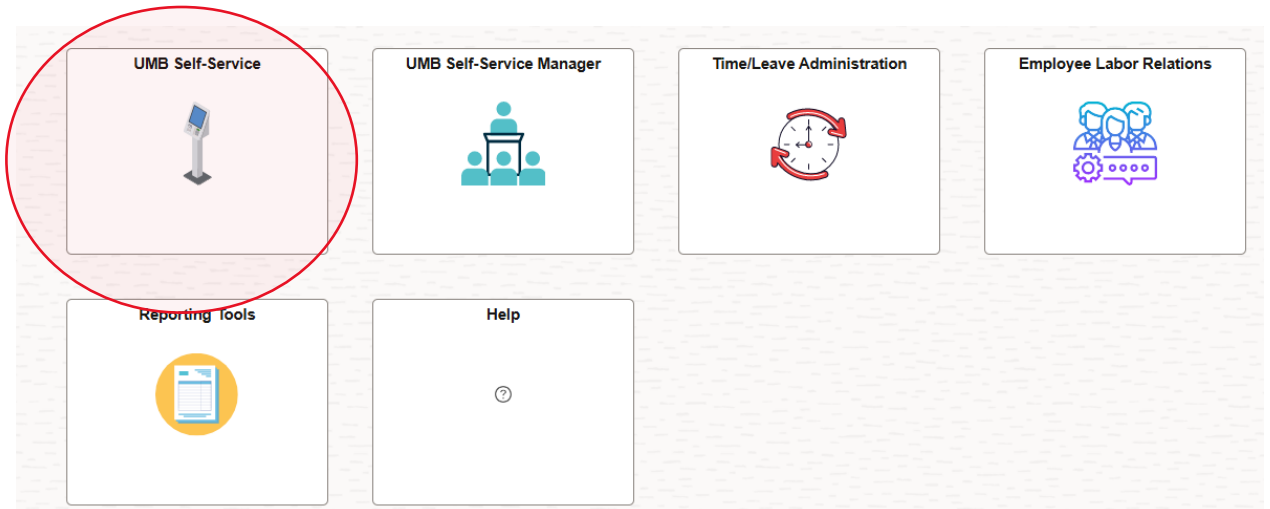


Please follow the instructions below to locate your payroll representation. If further assistance is needed, please contact [leave\\_and\\_accom@umaryland.edu](mailto:leave_and_accom@umaryland.edu) or 410-706-7302.

**1. Go to myUMB [Home | myUMB](#) and select eUMB HRMS**



**2. Select UMB Self-Service**



**3. Select My Timesheet History and then select Search**

**Self-Service**

- My Timesheet History**
- UMB Employee Timesheet Profile
- UMB Exempt/Faculty Timesheet
- UMB Leave Inquiry
- UMB Non-Exempt Timesheet
- UMB Personal Information
- UMB Self Service Redirect
- UMB Furlough/TSR Inquiry

**UMB Timesheet Inquiry**

**Find an Existing Value**

**Search Criteria**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

Empl Record: [ ] [ ]  
 End Date: [ ] [ ]  
 Pay Run ID: [begins with] [ ]  
 Sequence Number: [ ] [ ]  
 Reported Time Source: [ ] [ ]  
 Timesheet Load Status: [ ] [ ]  
 Timesheet Status: [ ] [ ]

[Show fewer options](#)

**Search** **Clear**

**4. Once Search is selected, you will see a history of your timesheets, select one that has been loaded**

**Self-Service**

- My Timesheet History**
- UMB Employee Timesheet Profile
- UMB Exempt/Faculty Timesheet
- UMB Leave Inquiry
- UMB Non-Exempt Timesheet
- UMB Personal Information
- UMB Self Service Redirect
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Recent Searches: Choose from recent searches | Saved Searches: Choose from saved searches

Empl Record: [ ] [ ]  
 End Date: [ ] [ ]  
 Pay Run ID: [begins with] [ ]  
 Sequence Number: [ ] [ ]  
 Reported Time Source: [ ] [ ]  
 Timesheet Load Status: [ ] [ ]  
 Timesheet Status: [ ] [ ]

[Show fewer options](#)

**Search** **Clear** **Save Search**

**Search Results**  
51 results User ID "000000", Empl ID "000000"

[View All](#) | First 1-10 of 51 Last

Empl ID	Empl Record	End Date	Pay Run ID	Sequence Number	Timesheet Load Status	Timesheet Status	Name	Reported Time Source	
000000		0 10/18/2025	26-08	1	Loaded	Loaded	Smith, Jessica K.	ExemptTS	>
000000		0 10/04/2025	26-07	1	Loaded	Loaded	Smith, Jessica K.	ExemptTS	>
000000		0 09/20/2025	26-06	1	Loaded	Loaded	Smith, Jessica K.	ExemptTS	>

## 5. Select UMB Workflow Inquiry

**Self-Service**

My Timesheet History | UMB Timesheet Inquiry | **UMB Workflow Inquiry**

University of Maryland, Baltimore  
EMPLOYEE TIMESHEET

**Version#: 1**  
Marked for Deletion?:   
Corrected:   
Status: Loaded

Name: Smith, Jessica K	Empl Class: 33 - Exempt - Regular
EmplId: 00000 - 0	Std Hrs: 40 %FTE: 100
Department: 06302000 Human Resources	Position Number: 00050871
	Pay Period: 26-08

**UMB MESSAGE**

	TRC	Sun 10/05	Mon 10/06	Tue 10/07	Wed 10/08	Thu 10/09	Fri 10/10	Sat 10/11	Sun 10/12	Mon 10/13	Tue 10/14	Wed 10/15	Thu 10/16	Fri 10/17	Sat 10/18	Total Hours	Override Reason Code					
Regular	RGS			D	D	D	D				D	D	D									
<b>PAID LEAVE</b>																						
Holiday	HLS																0.00					
Personal	PRS																0.00					
Sick	SCS																0.00					
Vacation	VCS					4.00								8.00			12.00					
<b>Total Hours</b>																4.00					8.00	12.00
<b>OTHER TIME REPORTING CODES</b>																						
Other Time Reporting Codes																	0.00					

## 6. Your payroll representative is located under ETS Approver

**Self-Service**

My Timesheet History | UMB Timesheet Inquiry | UMB Workflow Inquiry

Empl 000000 Empl Record: 0 Name: Smith, Jessica K Pay Run ID: 26-07

ID:

Personalize | Find | First 1 of 1 Last

Seq#	Inst#	Submitted By	Submitted DateTime	Supervisor	Supervisor Action	Date Tim	ETS Approver Action	DateTime	Timesheet Status	Email Sent To	Comments	
1	1		10/03/2025 4:35:20.000000PM	Escobar,Lisbet	SuprApprvd	10/06/2025 8:28:16.000000AM	ETS Approver	Approved	10/09/2025 9:32:23.000000AM	ETS Approver	Approved	Comments

**Supervisors List**

Supervisor	Level
Escobar,Lisbet	Primary Supervisor
Jones,Sunday J.	Alternate Supervisor 1

Save Return to Search Previous in List Next in List Notify

UMB Timesheet Inquiry | UMB Workflow Inquiry