MOVE YOUR TIMESHEET TO YOUR HOME PAGE FOR EASIER ACCESS

- Log into UCONNECT
- Click “Content Layout” in the upper left hand corner above Home Tab
- Click “New Channel” in second or third column
- Select Category – UCO Services
- Click Go
- Select Subcategory (Greyed Area) – Central Services
- Click Go
- From next drop down select Time Reporting
- Click Add Channel
- Return to Home Page
- If you wish to move the location of your Time Reporting channel click back into “Content Layout” and use the arrows inside the channel box to place it where it is convenient for you.