Faculty Regular Non-Represented (FN)  
FACULTY TIME OFF (FTO) GUIDELINES  

All active non-represented regular faculty (FN employee class) received up to 24 hours\(^1\) (three days) of Faculty Time Off (FTO) on July 21, 2015. These FTO hours are **ONLY** for use during the Winter Closure period each year (for example, December 28-30, 2015).

\(^1\) The number of hours accrued is prorated on each faculty member’s base job assignment hours.

As professional salaried employees, most faculty were not asked or expected to fill out a time sheet indicating the use of time off hours. However when using FTO hours, faculty members are now **required** to complete and submit an electronic time sheet via UAOnline\(^2\). In the event the online time sheet submission deadline for the appropriate pay period has passed, the faculty member is required to complete and submit a paper time sheet.

\(^2\) If you are not familiar with the program, UAOnline is the web-based portal which provides all University employees access to their personal information, time sheets, pay stubs, W-2 information, leave balances, etc.

The following instructions will assist you with accessing UAOnline and reporting FTO hours on your online time sheet for the Winter Closure dates. Note: You do not need to claim any observed UA holidays on your time sheet; holidays are reported automatically, designated by an “(H)” on the appropriate day(s).

1. Access UAOnline at [https://uaonline.alaska.edu](https://uaonline.alaska.edu)
2. Select **Log In**
3. Enter your **UA Username** and **Password**
4. Select **Employee Services**
5. Select **Time Sheet**
6. Under **My Choice**, select the applicable job (if you have more than one job assignment)
7. Select the applicable **Pay Period and Status** from the drop-down menu
8. Select the **Time Sheet** button
9. From the **Earnings Code** drop-down list, select **L-Faculty Time Off (425)**
10. On the FTO row, enter **8** (or prorate accordingly for your assignment) on each day of the winter closure period (e.g. Dec 28-30, 2015). Note: University holidays are automatically designated on the time sheet by an “(H)”; time entry is restricted on these days.
11. Select **Save**
12. Check for errors or warnings at the top of the screen
13. Select **Submit for Approval**
14. Select **Agree** after reviewing the Certification statement
15. Review the screen to verify your time sheet was submitted without any errors or warnings
16. To exit UAOnline, select the **LOG OUT...** link at the top-right of the page

**Questions?**  
For assistance, please refer to your department’s payroll assistant or your campus Human Resources office; HR contact information is available at [http://www.alaska.edu/hr/contact-hr/](http://www.alaska.edu/hr/contact-hr/).