If your unit uses terminals to track time:

Record Time in/out
Tap your Pioneer ID to the upper right corner of the terminal. Green light in upper left corner will illuminate when successful.

Multiple Jobs?
If you have multiple jobs at DU, press the Select Job button before tapping your ID to record time in. To record time out, do not select a job, just tap your ID.

Approve Your Time
You will receive a bi-weekly e-mail reminding you to approve your time. To approve, press the Approve Timecard key and then tap your ID.

If your unit uses personal computers to track time:

PioneerWeb > Employee Tab > My Resources > Pioneer Time

Record Time in/out
Click Record Timestamp button

Multiple Jobs?
Record Time In – Use Transfer Drop Down (above timestamp button) to select the correct job, then use Record Timestamp Button.
Record Time Out – Do not select a job. Just click Record Timestamp.

Approve Your Time
You will receive a bi-weekly e-mail reminding you to approve your time. Login, review your timecard and click Approve Timecard.

Tool Kit available on PioneerWeb > Employee Tab > My Resources > PioneerTime Resources
PioneerTime@du.edu or Call Us 303.871.7420

Need More Help?
Quick Guide for Employees Paid Monthly

PioneerWeb > Employee Tab > My Resources > PioneerTime

Two ways to input time off: (Consult with your supervisor for their preference)
1. Request Time Off - sends a request to your supervisor for approval (Gold Directions on this guide)
2. Enter Time Off - no request sent to supervisor (Crimson directions on this guide)

Step 1: Select My Time-Off Requests

Step 2: Request Time Off
(Sends notification to your supervisor)

Step 3: Submit Request
Pay Code - Select from drop down
Start Time - Required (e.g. 8:00 a.m.)
Length - Hours (usually 7.5 or 3.75). For multiple days, enter hours per day, not total time. Also, do not include normal days off in your request (ex: weekends or holidays). Instead, use “Add Another Time Off Period” feature to skip days off.
Submit

Approved Requests will appear on your leave calendar.

Request Time Off

Approve Your Time
You will receive a Monthly E-Mail Reminder

Enter Time Off
(Does not send notification to your supervisor)
Pay Code – Select from drop down
Amount – Hours (usually 7.5 or 3.75)

View Leave Balances

Need More Help?
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