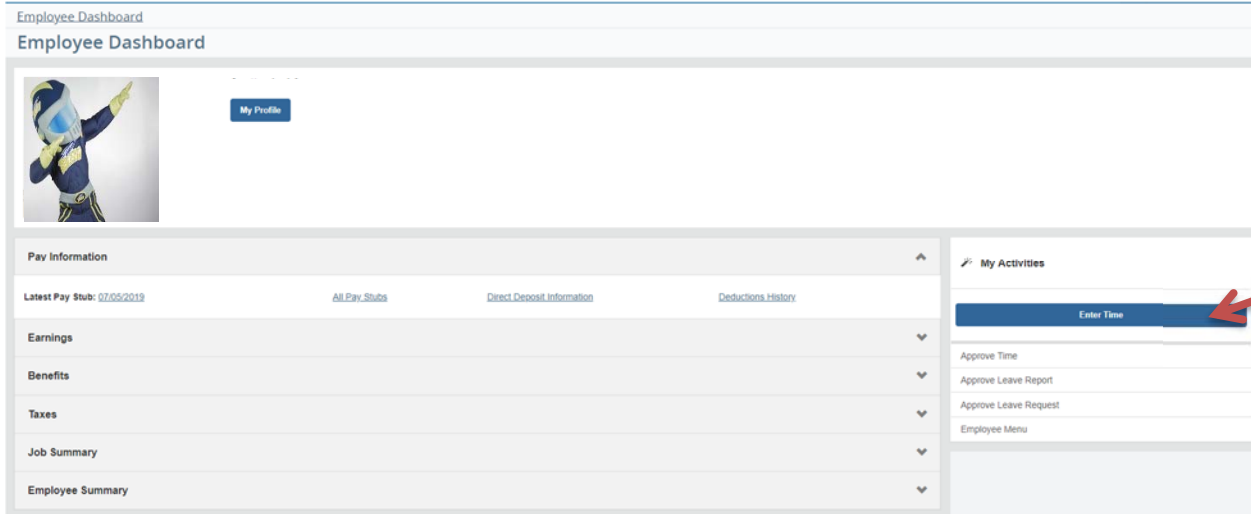


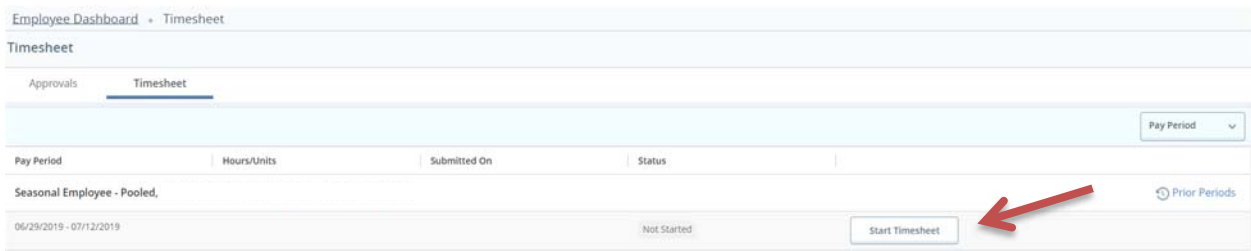
Web Time Entry for Students/Hourly Employees

Time Sheets are due by Midnight Sunday before pay day. Holidays could cause this deadline to be moved up.

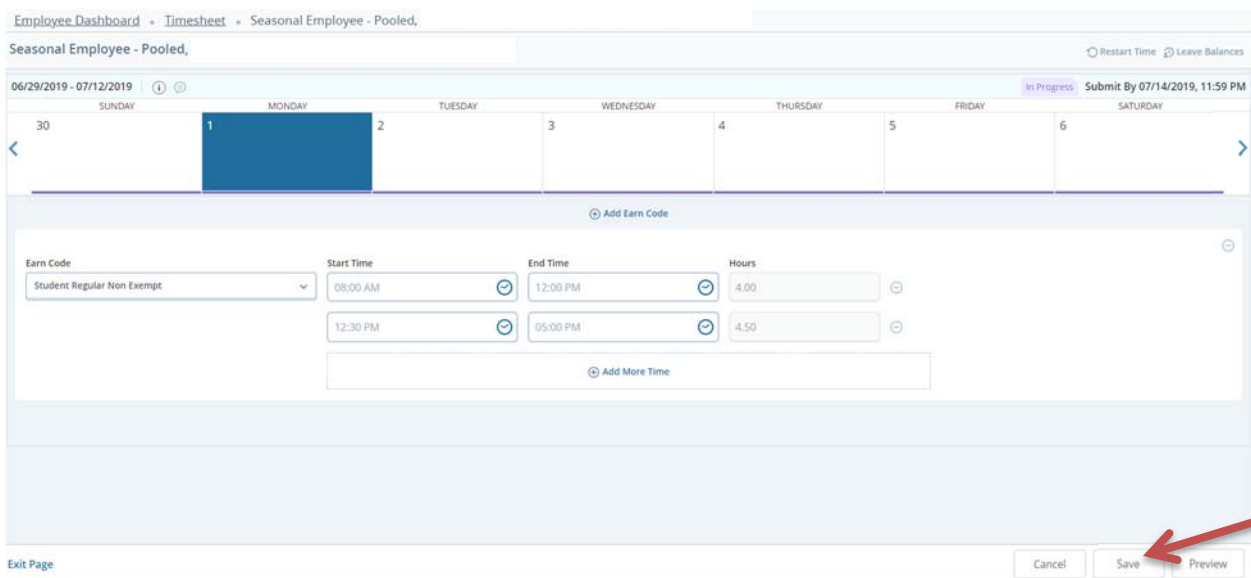
Step One: On the Employee Profile, select *Enter Time*



Step Two: Select *Start Timesheet* next to the correct position and time period.

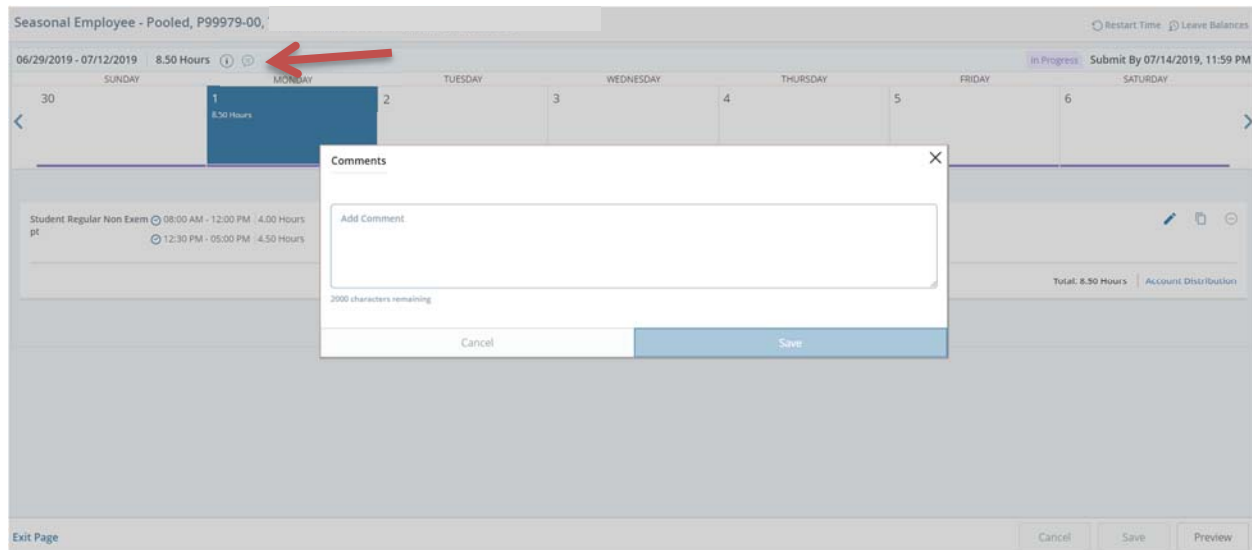


Step Three: Click the date that you worked. Choose the correct earn code from the drop-down menu and select your start and end time. Click *Add More Time* if you have additional hours to enter on the same date. Once all hours are entered for that date, click *Save*. Enter all days worked. You can switch from one week to the next using the arrows on the sides.

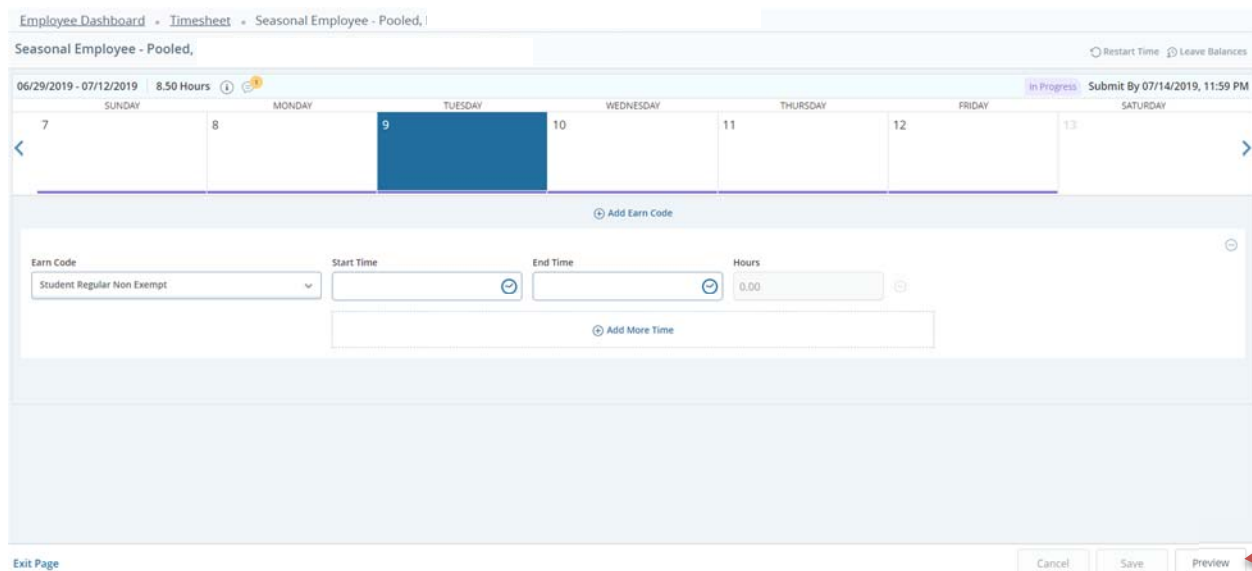


Web Time Entry for Students/Hourly Employees

Step Four: Add comments if needed by clicking the Comment icon. Once comments are entered click *Save*.



Step Five: Once all time is entered for the period, click *Preview*.



If all time is correct, select *Submit*.

Web Time Entry for Students/Hourly Employees


Preview

Seasonal Employee - Pooled,
Pay Period: 06/29/2019 - 07/12/2019 | 8.50 Hours
Submit By: 07/14/2019, 11:59 PM

Earning Distribution		
Earn Code	Shift	Total
Student Regular Non Exempt	1	8.50
Total Hours		8.50
Total Units		0

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	8.50

Cancel Submit



Hints:

- The Restart Time button will allow you to restart your timesheet from the beginning.
- Once hours are entered on a date, you can edit, copy to another day, or delete by choosing the appropriate icon.



- Once submitted, if your timesheet has not yet been approved you can select Recall Timesheet if you need to make an update.
- You can open a Pending or In Progress Timesheet by selecting Enter Time, then clicking anywhere on the record for that time period.

Student Regular Non Exem 10:00 AM - 05:00 PM | 7.00 Hours
PT

Total: 7.00 Hours | Account Distribution