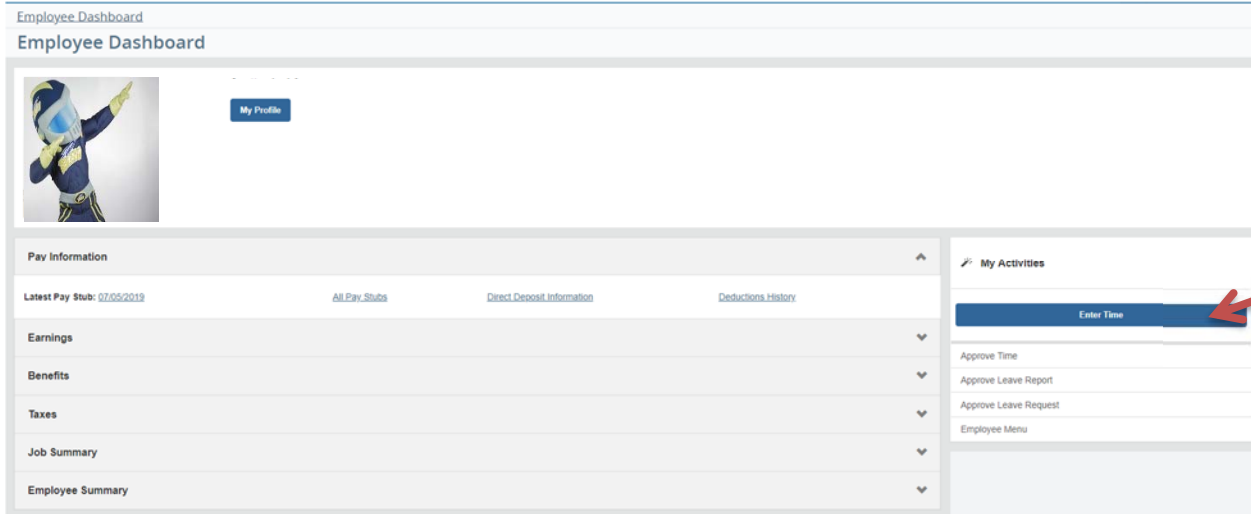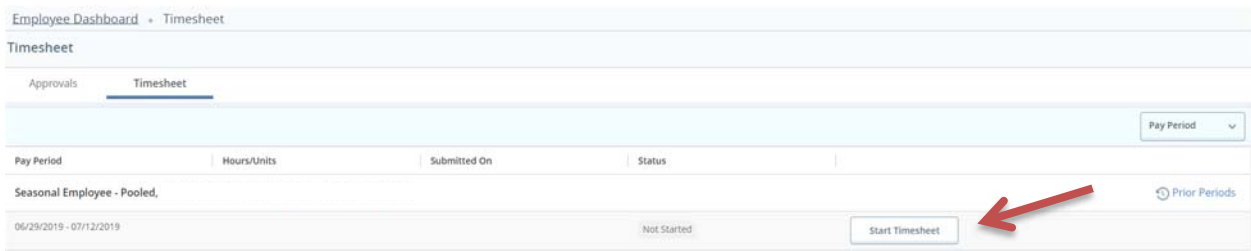# Web Time Entry for Students/Hourly Employees

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.
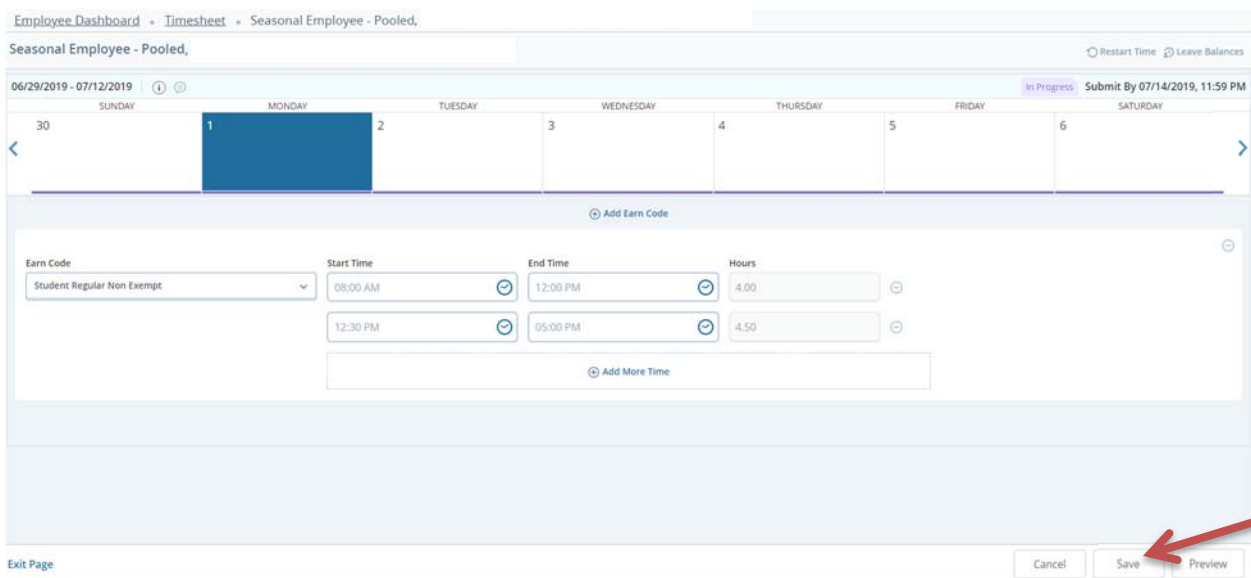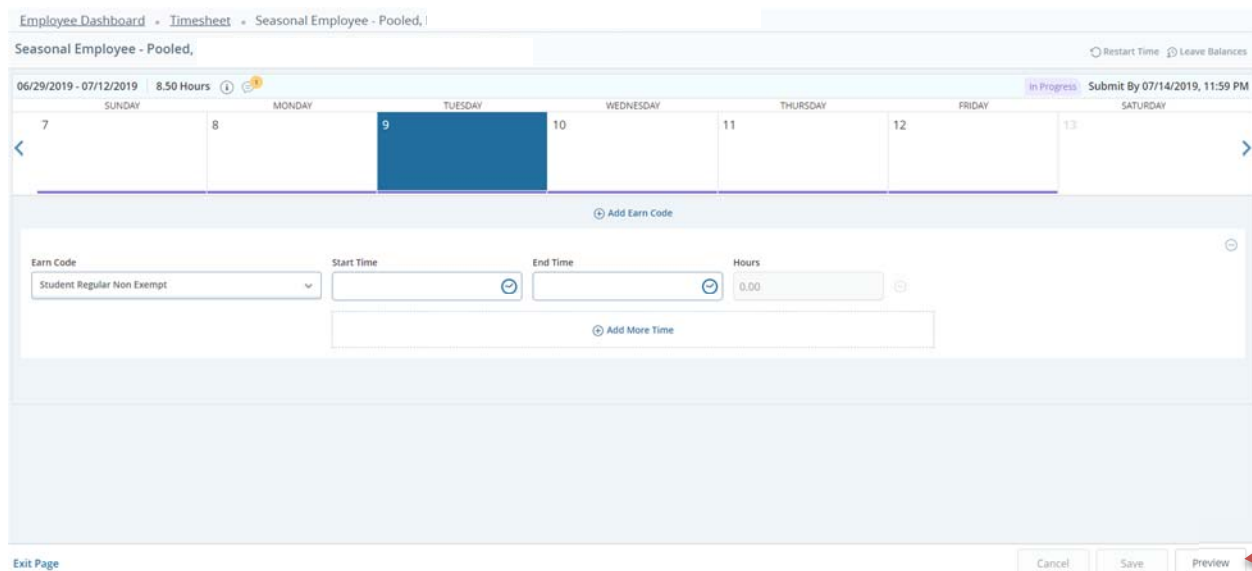
Web Time Entry for Students/Hourly Employees

Step Four: Add comments if needed by clicking the Comment icon. Once comments are entered click *Save*.
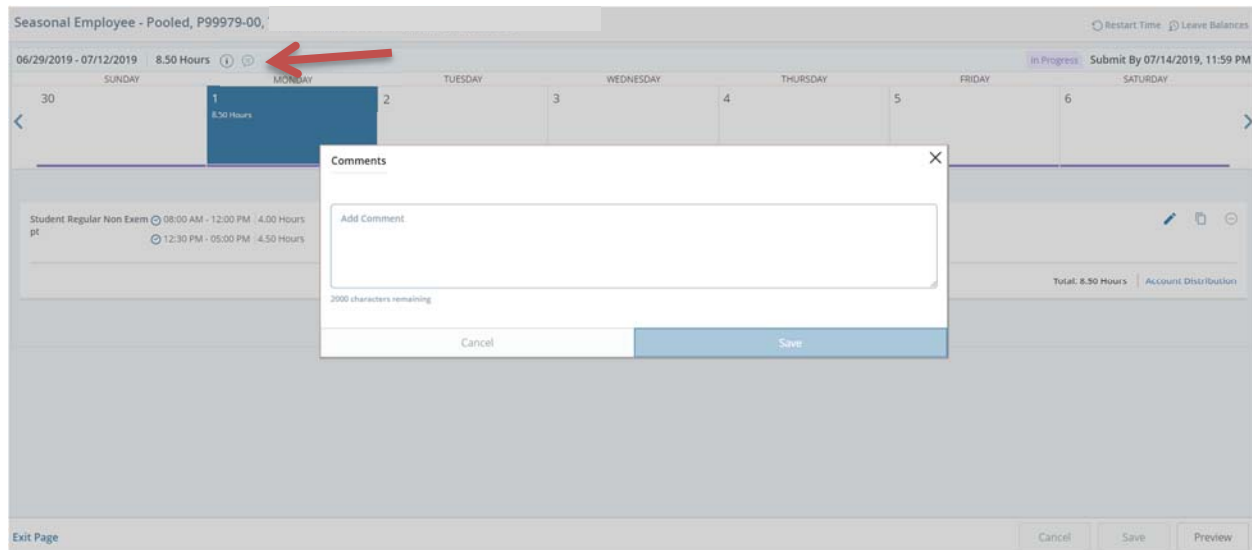
Step Five: Once all time is entered for the period, click *Preview*.

If all time is correct, select *Submit*.

Web Time Entry for Students/Hourly Employees

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.