Web Time Entry for Students through MyUT Portal:

Time Sheets must be submitted for approval by the end of the day on the last day of the pay period. Holidays could cause this deadline to be moved up.

1) Employee Tab -> Select More Employee Options...

2) Select Time Sheet
3) Student will see Title and Department for each position they have. Select the position under My Choice and Click Time Sheet

![Image of Time Sheet Selection]

4) Click Enter Hours under day worked.

![Image of Time and Leave Reporting]
5) Put Time In and Out -> Click Save. Time must be entered in hours and minutes separated by a colon. Time must be in 15 minute increments. For example, 10:00, 10:15, 10:30, 10:45. Click Next Day to enter more time or return to Timesheet. Click Time Sheet to return to Time Sheet. Click Copy to enter the same hours more than one day.

Note: If the student has hours from a prior pay period that have not been paid, those hours need to be incorporated into the current Time Sheet. Select any day to enter hours. Then in the comments section, specify the actual day to which those hours worked pertain.
6) Time Sheet populates with total hours for day entered.
   Click Next to display next week.
   Click Comments if needed.
   Click Preview to see the entire pay period at one time.
   The Restart button will erase everything entered so far to give you a blank Time Sheet.
   When Time Sheet is complete, Click Submit for Approval.

Time Sheets can only be submitted once. Once the Time Sheet has been submitted, the
student can no longer make changes to the Time Sheet. If changes are needed after a Time
Sheet is submitted, contact your supervisor or Payroll.