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

Employee Dashboard Employee Dashboard					
My Prode	1				
Pay Information				^	✗ My Activities
Latest Pay Stub: 07/05/2019	All Pay Stubs	Direct Deposit Information	Deductions History		Enter Time
Earnings				*	
Benefits				*	Approve Time Approve Leave Report
Taxes				*	Approve Leave Request
Job Summany					Employee Menu
Job Summary				*	
Employee Summary				*	

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

Employee Dashboard +	Timesheet				
Timesheet					
Approvals Times	sheet				
					Pay Period 🗸
Pay Period	Hours/Units	Submitted On	Status		
Seasonal Employee - Pooled,					S Prior Periods
06/29/2019 - 07/12/2019			Not Started	Start Timesheet	

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.

asonai Employee - Pooled,							OR	estart Time 🕤 Leave Balances
/29/2019 - 07/12/2019 () ()							In Progress Subr	nit By 07/14/2019, 11:59 PM
SUNDAY MONDA	(1	TUESDAY	WEDNESD	AV.	THURSDAY	FRIDAY		SATURDAY
30 1	2		3		4	5	6	
								· · · · · · · · · · · · · · · · · · ·
			① Add Earn	Code				
Earn Code	Start Time	-	End Time	-	Hours			
Student Regular Non Exempt	 08:00 AM 	Θ	12:00 PM	Θ	4.00			
	12:30 PM	Θ	05:00 PM	Θ	4.50			
			① Add More	Time				

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

Seasonal Employee - Pooled, P99979-00,					ORest	art Time 🗊 Leave Balancas
06/29/2019 - 07/12/2019 8.50 Hours () 🕤					In Progress Submit	By 07/14/2019, 11:59 PM
SUNDAY MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		SATURDAY
30 1 K 830 Haurs	2	3	4	5	6	>
	Comments			×		
Student Regular Non Exem () 08:00 AM - 12:00 PM (4.00 Hours pt () 12:30 PM - 05:00 PM (4.50 Hours	Add Comment.					100
	2000 characters remaining				Total: 8.50 Hours	Account Distribution
	Cancel		Site			
Exit Page					Cancel	Save Preview

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

i/29/2019 - 07/12/2019 🛛 8.50 Hours 🕦 🥬					In Progress Submit By 07/14/2019, 11:59
SUNDAY MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 8	9	10	11	12	
		(Add Earn Code	1		
Earn Foda	Start Time	End Time	Hours		
Student Regular Non Exempt	(0.00		
		Add More Time			

If all time is correct, select Submit.

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asonal Employee - Poole	d,			
y Period: 06/29/2019 - 0	7/12/2019 8.5	50 Hours		
omit By: 07/14/2019, 11:	59 PM			
Earning Distribution				
Earn Code	Shift	т	otal	
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		

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.

Student Regular Non Exem O 10:00 AM - 05:00 PM 7:00 Hours



Total: 7.00 Hours Account Distribution

- 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.