

## Enter Time – Student Assistants



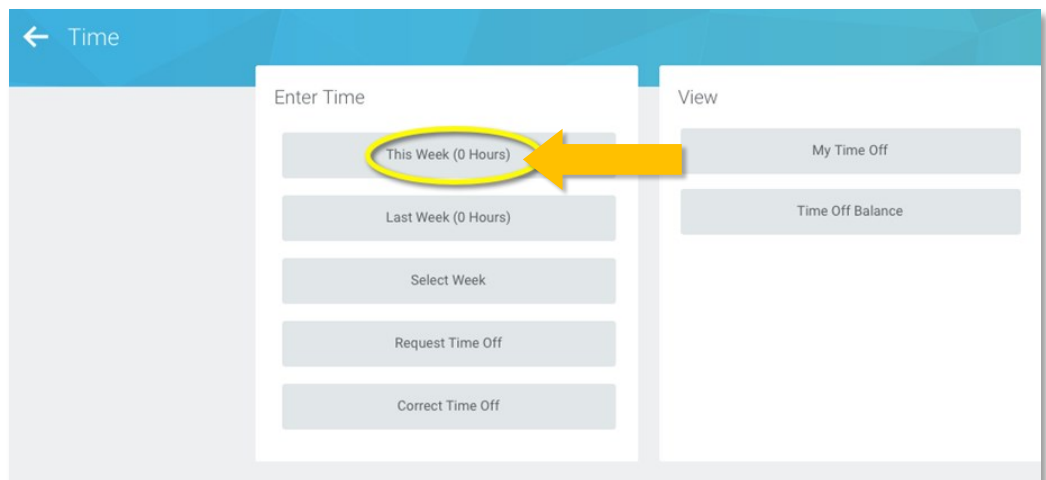
### STEP 1

- From your “Home Page,” **click** on the “Time” worklet



### STEP 2

- In the “Enter Time” column, **click** on the “This Week” button





### STEP 3


“Enter Time” screen displays:

- **Click** in the area for the day of the week for which you wish to enter your time.



### STEP 4

“Enter Time” dialog box displays:

- **Click** the “Prompt” button to select the appropriate “Time Type” from the drop down
- **Click** on “Time Entry Codes”
- **Click** “Hours Worked” or “Overtime”
- **Enter** your in time, i.e. 9am. **Enter** your out time. Use “am” and “pm” for better results
- **Click** OK
- *Repeat Steps 3 & 4 for each day worked.*
- **Click** “Submit”  when you have entered all your time.

### Note:

You may enter time daily , weekly or bi-weekly, before the end of the pay period.

**See other “How to” Guides for optional ways to enter time.**



## STEP 5

- Click “Submit” on the calendar when you have entered all your time.



Enter My Time Luke Skywalker

Regular Time 35 Overtime 0 Total 35

Today Jun 25 – Jul 1, 2016

Pay date 06/11/2016 - 06/24/2016

	Sat 6/25 Hours: 0	Sun 6/26 Hours: 0	Mon 6/27 Hours: 7	Tue 6/28 Hours: 7	Wed 6/29 Hours: 7	Thu 6/30 Hours: 7	Fri 7/1 Hours: 7
7 AM							
8 AM							
9 AM			Hours Worked 8:30am - 12:00pm 3.5 Hours ⊙ Not Submitted	Hours Worked 8:30am - 12:00pm 3.5 Hours ⊙ Not Submitted	Hours Worked 8:30am - 12:00pm 3.5 Hours ⊙ Not Submitted	Hours Worked 8:30am - 12:00pm 3.5 Hours ⊙ Not Submitted	Hours Worked 8:30am - 12:00pm 3.5 Hours ⊙ Not Submitted
10 AM							
11 AM							
12 PM							
1 PM			Hours Worked 1:00pm - 4:30pm 3.5 Hours ⊙ Not Submitted	Hours Worked 1:00pm - 4:30pm 3.5 Hours ⊙ Not Submitted	Hours Worked 1:00pm - 4:30pm 3.5 Hours ⊙ Not Submitted	Hours Worked 1:00pm - 4:30pm 3.5 Hours ⊙ Not Submitted	Hours Worked 1:00pm - 4:30pm 3.5 Hours ⊙ Not Submitted
2 PM							

Submit End



## STEP 6

- Review and ensure your two week amount is correct.
- If you need to make changes, click “Cancel”
- Click, “Submit,” again if summary is correct.



Submit Time

This electronic timesheet is the official University process for recording hours worked and issuing compensation for the pay period. The individual reporting the hours worked and the individual approving the hours reported attest that the hours reported for the period are true and accurate. Further, they understand that the falsification of this electronic record constitutes a violation of University policy and a crime punishable by law.

Following date range will be submitted for approval.

June 25 - July 8, 2016 : 70 Hours Total

Total for June 25 - July 8, 2016

Regular Time	70
Overtime	0
Total	70

enter your comment


Submit Cancel

## Note:

You need to click “Submit”  twice for your entire time entry to go to your Timekeeper.



## STEP 7

- **Click the small arrow**  **Details** next to “Detail and Process” to review.
- **Click “Done”**

