Enter Time – Student Assistants

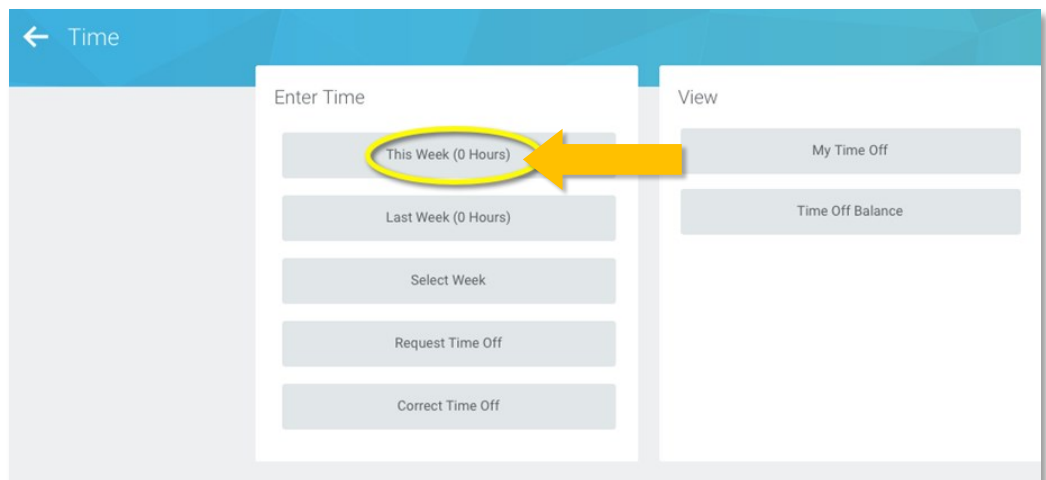## STEP 1

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

STEP 2

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

workday.

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" [Submit] on the calendar when you have entered all your time.

STEP 6

- Review and ensure your two week amount is correct.

- If you need to make changes, **click** "Cancel"

- **Click,** "Submit," [Submit] again if summary is correct.

Note:

You need to click "Submit" [Submit] twice for your entire time entry to go to your Timekeeper.

workday.

STEP 7

- **Click** the small arrow
  `> Details` next to
  "Detail and Process" to
  review.

- **Click "**Done"

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search   workday.   ● Lorin Mask

You have submitted Time Entry: Lorin Mask - 3 hours from 06/25/2016 to 07/08/2016 •••

Up Next

Charles Matteis

Approval by Timekeeper
Due Date   07/07/2016

`> Details and Process`

Done