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.

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.

Note:
You need to click "Submit" twice for your entire time entry to go to your Timekeeper.
STEP 7

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