Enter Time – Temporary Employees & Student Assistants

**multiple assignments**

**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”
STEP 5

- **Enter** your in time, i.e. 9am. **Enter** your out time. Use “am” and “pm” for better results.

STEP 6

- **Click** "Position" to select from the drop down, the job for which you are entering the current hours.
- **Click** OK.
- **Repeat** Steps 3 & 4 for each time period & assignment worked.
- **Click** "Submit" the calendar when you have entered all your time.

**Note:**
The “Position” drop down is available for any time entry option you choose.

**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 7**

- Review your entry to ensure that you have correctly used the correct positions for each time entry.

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

**STEP 8**

- Review and ensure your two week amount is correct. Remember, if you are a student, you can not exceed 20hrs a week during the academic year.

- If you need to make changes, click “Cancel”

- Click, “Submit,” again if summary is correct.

**Note:**

Note: You need to click “Submit” twice for your entire time entry to go to your Timekeeper.
**STEP 9**

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