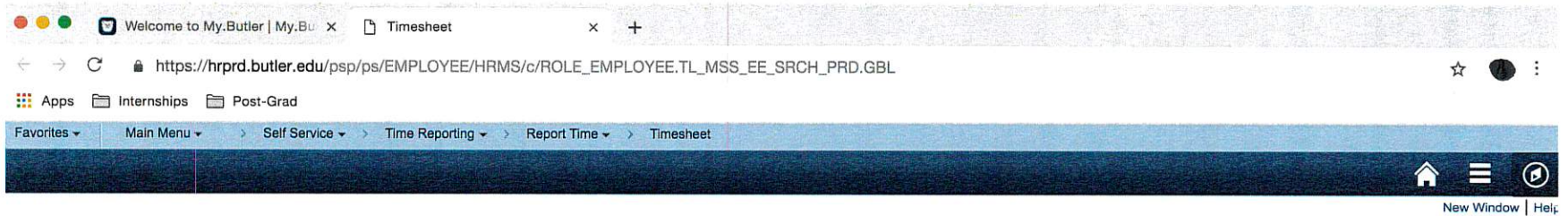# How do I fill out my timesheet? [For student employees and Federal Work Study (FWS) student employees]

- Login to my.butler.edu > Click Timesheet > On the next page select the Position Title of your role(s)

Welcome to My.Butler | My.Bu × | Timesheet × +

← → C 🔒 https://hrprd.butler.edu/psp/ps/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.TL_MSS_EE_SRCH_PRD.GBL ☆ ⏱ :

⚏ Apps 📁 Internships 📁 Post-Grad

Favorites ▾   Main Menu ▾   >   Self Service ▾   >   Time Reporting ▾   >   Report Time ▾   >   Timesheet

🏠 ≡ ⊘

New Window | Help

Report Time
Timesheet

	Personalize	Find	🖉 1-5 of 5

Time Summary | Select Job | ⊞▸

Position Title	Job Title
SA,LSB	
SA, Administrative Trng/Asst	
SA, GF Ldr Active - Certified	
SA, Equip Maint Spec	
SA, Marketing Student Assist	

Return to Timesheet
Self Service
Time Reporting

- On the correct line for the day of the week you are working, enter the time you reported to work in the first IN column
- Enter the time you left for the day in the OUT column.
  - You can use shortcuts to type in the time of day – (Type: 8a = 8:00AM or 5p = 5:00PM)
- Click the SUBMIT button to save the entries.

Favorites ▾   Main Menu ▾   >   Self Service ▾   >   Time Reporting ▾   >   Report Time ▾   >   Timesheet

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Timesheet

~~Brian Macey Maurca~~

SA, Marketing Student Assist

Actions ▾

Select Another Timesheet

Employee ID	~~~~
Empl Record	7
Earliest Change Date	12/15/2018

*View By [Week   ▼]

*Date [01/12/2019] 📅 ↻

Previous Week   Next Week

Previous Job

Reported Hours 5.25

From 01/12/2019 to 01/18/2019 ❓

Add Comments	Day	Date	Reported Status	In	Out	Punch Total	Date		
💬	Sat	1/12	New				1/12	➕	➖
💬	Sun	1/13	New				1/13	➕	➖
💬	Mon	1/14	Needs Approval	9:00:00AM	2:15:00PM	5.25	1/14	➕	➖
💬	Tue	1/15	New				1/15	➕	➖
💬	Wed	1/16	New				1/16	➕	➖
💬	Thu	1/17	New				1/17	➕	➖
💬	Fri	1/18	New				1/18	➕	➖

[Submit]   [Clear]

Summary | Payable Time

Reported Time Summary

Personalize | Find | 🖼 | 🌐   1-2 of 2

Category	Total	Sat 1/12	Sun 1/13	Mon 1/14	Tue 1/15	Wed 1/16	Thu 1/17	Fri 1/18
Total Reported Hours	5.25			5.25				