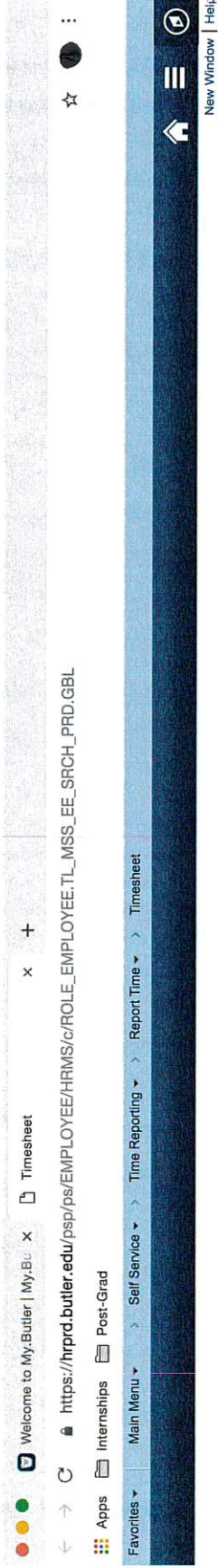


# How do I fill out my timesheet? [For student employees and Federal Work Study (FWS) student employees]

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



Report Time  
Timesheet

Personalize | Find | 1-5 of 5

Time Summary | Select Job

Position 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.



**Timesheet**

Employee ID [REDACTED]  
 Empl Record 7  
 Earliest Change Date 12/15/2018

Previous Week Next Week  
 Previous Job

**Select Another Timesheet**

\*View By Week  
 \*Date 01/12/2019

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**

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