

The screenshot shows a web browser window with the URL [hrprd.butler.edu/psp/ps/EMPLOYEE/HRMS/s/WEBLIB\\_PTTPP\\_SC.HOMEPAGE.FieldFormula.IScript\\_AppHP?pt\\_fname=CO\\_MANAGER\\_SELF\\_SERVICE&FolderPath=PORTAL\\_ROOT\\_OBJECT.CO\\_MANAGER\\_SELF\\_...](https://hrprd.butler.edu/psp/ps/EMPLOYEE/HRMS/s/WEBLIB_PTTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_MANAGER_SELF_SERVICE&FolderPath=PORTAL_ROOT_OBJECT.CO_MANAGER_SELF_...). The browser's address bar and tabs are visible at the top. Below the browser, there is a navigation bar with "Main Menu" and "Manager Self Service" options. The main content area is titled "Manager Self Service" and includes a sub-header "Navigate to self service information and activities for people reporting to you." Below this, there are three main sections: "Time Management" (with sub-options: Approve Time and Exceptions, Report Time, View Time, Manager Search Options), "Job and Personal Information" (with sub-options: eHire, View Employee Personal Info, Terminate Employee), and "Compensation and Stock" (with sub-option: View Compensation History). A "Performance Management" section is also visible at the bottom left.

[https://hrprd.butler.edu/psp/ps/EMPLOYEE/HRMS/s/WEBLIB\\_PTTPP\\_SC.HOMEPAGE.FieldFormula.IScript\\_AppHP?scname=CO\\_MANAGER\\_SELF\\_SERVICE&secondary=true&fname=HC\\_RECORD\\_TIME\\_MGR&pt\\_fname=HC\\_RECORD\\_TIME\\_MGR&PortalCacheContent=true&PSCache-Control=role%2c...](https://hrprd.butler.edu/psp/ps/EMPLOYEE/HRMS/s/WEBLIB_PTTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?scname=CO_MANAGER_SELF_SERVICE&secondary=true&fname=HC_RECORD_TIME_MGR&pt_fname=HC_RECORD_TIME_MGR&PortalCacheContent=true&PSCache-Control=role%2c...)

## Can I enter my students work hours for them?

**Yes! Managers/supervisors have access to enter time for their student employees:**

- The manager should select the “Report Time” option through Manager Self Service > Time Management > Timesheet

- Then managers should enter the students information (employee ID is students ID) to find the correct student hire
- Afterward managers can enter the IN and OUT time for each day worked
- Once the manager hits Submit, they'll be able to approve any/all submitted hours for that student