How do I fill out my timesheet (Part-Time Staff/Specific Student Positions)?

Login and click Self Service > Time Reporting > Report Time > Timesheet

If you have more than one job, you will be presented a list of your active jobs. Click the job you wish to report time for and you will be presented with the timesheet. Verify that the Job Title shown on the page is the correct one.

Timesheet

Student,Sammy   EmplID: 400127091
Job Title: Facilitator -Challenge Course   Employee Record Number: 0

View By: Week   ▼   Date: 06/11/2011 🗓 🔄 Refresh   << Previous Week   Next Week >>
Reported Hours: 0.00 Hours

From 06/11/2011 to 06/17/2011

Timesheet [▦▶]

	Day	Date	Status	In	Out	Punch Total	Date		
💬	Sat	6/11	New				6/11	⊟	⊞
💬	Sun	6/12	New				6/12	⊟	⊞
💬	Mon	6/13	New				6/13	⊟	⊞
💬	Tue	6/14	New				6/14	⊟	⊞
💬	Wed	6/15	New				6/15	⊟	⊞
💬	Thu	6/16	New				6/16	⊟	⊞
💬	Fri	6/17	New				6/17	⊟	⊞

[Submit]   [Clear]   [Apply Schedule]

Reported Hours Summary - click to view

1. On the correct line for the day of the week you are working, enter the time you reported to work in the IN column.
2. Enter the time you left for the day in the OUT column.
3. Click the **SUBMIT** button to **save** the entries.
4. Note the Punch Total column for the day to ensure you entered the appropriate number of hours.
5. Note the "Reported Hours:" above the blue bar to ensure you entered the appropriate number of hours for the week.

- You may use "shortcuts" to type in the time of day such as:

    Type: 8a   =   8:00AM
    Type: 8.3a   =   8:30AM
    Type: 5p   =   5:00PM
    Type: 0800   =   8:00AM (Military Time)
    Type: 1700   =   5:00PM (Military Time)

- If additional IN & OUT times for a day are needed, click the ⊞ icon on the row for that date to add an additional row for that date. The "minus sign" can be used to delete a whole row. Click **SUBMIT** to save your deletion.

- The Status column indicates "Needs Approval" and "Approved". Once your supervisor has marked your time approved, it can be picked up by Payroll for processing. Time can be corrected or deleted even if it is approved (but will then need re-approval). Time that is not approved in the system cannot be processed for payroll.

- Change the "View By" dropdown to "Time Period" to see all of your time for the pay period (two week view).

- The "Conversation Bubble" on the left side of the timesheet is a place where you can enter a comment for your supervisor, if needed".

- For employees who work overnight, enter the time you left on the correct day of the week for the day it was when your shift ended. For example, if you work 7P Tuesday to 7A Wednesday, enter 7P on Tuesday and 7A on Wednesday. The system will calculate your time on to the appropriate day (this differs by department).

- The system will automatically notify you (by e-mail) if someone other than you changes your timesheet.

- Contact your supervisor or the Payroll Department with any questions.