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)
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.