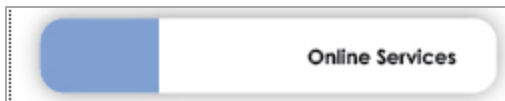


STUDENT WORKER HOW TO ENTER TIME IN ONLINE SERVICES

Step 1: Go to Online Services



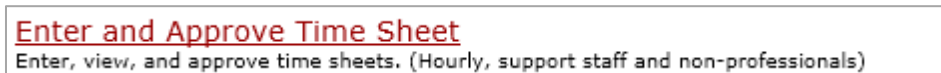
Step 2: Select "Enter Secure Area"



Step 3: Click "Employee Services"



Step 4: Click "Enter and Approve Time Sheet"




Note: (If you have multiple positions, you will see multiple choices)

Personal Information

Employee

Search

Position Selection

 To select a position, click under Position, choose the Time Sheet Period and click Select.

Title and Department	My Choice	Pay Period and Status
Federal College Work Study, FWS999-00 Vice President of Technology, 13029	<input checked="" type="radio"/>	May 01, 2012 to May 31, 2012 Not Started <input type="button" value="v"/>


Step 5: Click "Time Sheet" to enter time

Step 6: Click the blue link “Enter Hours” on the “Regular Pay” line to enter your time for that day

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday May 01, 2012
Regular Pay	1		0	0	Enter Hours
Total Hours:				0	0
Total Units:				0	0

Note: time entry format instructions; must be to the *nearest quarter hour*

 Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.


Step 7: Enter Time In/Out

Date: Tuesday, May 01, 2012
Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
1	08:00	AM	12:00	PM	0
1	01:00	AM		AM	0
		AM			
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0

Note: Failure to submit in the proper format (nearest quarter hour) will result in the following error:

Time In and Out

 Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

⚠ Time In and Time Out must be entered in 15 minute intervals. Valid values are :00, :15, :30, and :45.

Date: Wednesday, May 02, 2012

Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	09:02 AM	11:29 AM	

Step 8: Either click “next day” or “timesheet” to back to the calendar

Time Sheet
Next Day


Copy Shortcut:

- To copy your hours, click “Copy”

Time Sheet
Next Day
Add New Line
Save
Copy
Delete

- Click the days you wish to have these hours copied to. (Note the day being copied at the top)

Copy

 To copy to the end of the pay period, click the check box. If you want to copy weekend dates, be sure to check **Include Saturday(s)** or **Include Sunday(s)**. To Warning: If you select the same date that you are copying from, your hours will be deleted.

Earnings Code: Regular Pay

Date and Hours to Copy: May 01, 2012, 5 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Tuesday May 01, 2012	Wednesday May 02, 2012	Thursday May 03, 2012	Friday May 04, 2012	Saturday May 05, 2012
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Click "Copy" at the bottom of the page

**Tuesday
May 29, 2012**

Time Sheet
Previous Menu
Copy

- The message will appear confirming the copy is complete

Copy

To copy to the end of the pay period, click the Warning: If you select the same date that you

Your hours have been copied successfully.

- Click "Timesheet" to return to the timesheet

Time Sheet
Previous Menu
Copy

The copied hours...

Title and Number:					Federal College Work Study -- FWS999-00				
Department and Number:					Vice President of Technology -- 13029				
Time Sheet Period:					May 01, 2012 to May 31, 2012				
Submit By Date:					Jun 05, 2012 by 05:00 PM				
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday May 01, 2012	Wednesday May 02, 2012	Thursday May 03, 2012	Friday May 04, 2012	
Regular Pay	1		0	50		5	Enter Hours	5	Enter Hours
Total Hours:				50		5	0	5	0
Total Units:					0	0	0	0	0

Position Selection
Comments
Preview
Submit for Approval
Restart
Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

Step 9: Hit "Save" to total hours

Time Sheet
Next Day

Add New Line
Save
Copy
Delete

Note: Hours are then totaled for the day

Date: Tuesday, May 01, 2012					
Earnings Code: Regular Pay					
Shift	Time In		Time Out		Total Hours
1	08:00	AM	12:00	PM	4
1	01:00	PM	02:00	PM	1

Step 10: When complete, click “Submit for Approval”

Noe: Submit for Approval – ONLY click when you have **completely entered time for entire pay period**.


Step 11: SUBMIT - Enter your PIN for certification & click “Submit”

Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN. If you agree with the previous sentence, please enter your PIN and select the OK button. Otherwise, select Exit and your time transaction will not be submitted for approval. You will return to the User Logout web page.

PIN:

You should see the following note:

 **Your time sheet was submitted successfully.**

Note: If you have *multiple positions*, click “Position Selection” to enter your time for the next position:

Click the radio button by the position you wish to enter time for...

Title and Department	My Choice	Pay Period and Status
Federal College Work Study, FWS999-00 Vice President of Technology, 13029	<input type="radio"/>	May 01, 2012 to May 31, 2012 Pending
Federal College Work Study, FWS999-01 Payroll and Benefits, 13021	<input checked="" type="radio"/>	May 01, 2012 to May 31, 2012 Not Started

Comments – Enter notes/explanation for supervisor - optional

Comments

To edit a comment, just type over the information previously entered. Your comments may be entered/edited up to the time the record is submitted for approval.

Made By: You

Comment Date: May 03, 2012

Enter or Edit Comment:

Preview – shows total at the top; In/Out at the bottom

Donald Duck Federal College Work Study, FWS999-00										Vice President of Technology, 13029													
Time Sheet																							
Earning Shift Code	Total Hours	Total Units	Tuesday May 01, 2012	Wednesday May 02, 2012	Thursday May 03, 2012	Friday May 04, 2012	Saturday May 05, 2012	Sunday May 06, 2012	Monday May 07, 2012	Tuesday May 08, 2012	Wednesday May 09, 2012	Thursday May 10, 2012	Friday May 11, 2012	Saturday May 12, 2012	Sunday May 13, 2012	Monday May 14, 2012	Tuesday May 15, 2012	Wednesday May 16, 2012	Thursday May 17, 2012	Friday May 18, 2012	Saturday May 19, 2012		
Regular 1 Pay	50		5		5					5		5						5			5		
Total Hours:	50		5		5					5		5						5			5		
Total Units:		0																					
Time In and Out, Regular Pay																							
Tuesday May 01, 2012	Wednesday May 02, 2012	Thursday May 03, 2012	Friday May 04, 2012	Saturday May 05, 2012	Sunday May 06, 2012	Monday May 07, 2012	Tuesday May 08, 2012	Wednesday May 09, 2012	Thursday May 10, 2012	Friday May 11, 2012	Saturday May 12, 2012	Sunday May 13, 2012	Monday May 14, 2012	Tuesday May 15, 2012	Wednesday May 16, 2012	Thursday May 17, 2012	Friday May 18, 2012	Saturday May 19, 2012	Sunday May 20, 2012	Monday May 21, 2012	Tuesday May 22, 2012	Wednesday May 23, 2012	Thursday May 24, 2012
08:00 AM	08:00 AM	08:00 AM		08:00 AM			08:00 AM		08:00 AM		08:00 AM			08:00 AM		08:00 AM			08:00 AM		08:00 AM		08:00 AM
12:00 PM	12:00 PM	12:00 PM		12:00 PM			12:00 PM		12:00 PM		12:00 PM			12:00 PM		12:00 PM			12:00 PM		12:00 PM		12:00 PM
01:00 PM	01:00 PM	01:00 PM		01:00 PM			01:00 PM		01:00 PM		01:00 PM			01:00 PM		01:00 PM			01:00 PM		01:00 PM		01:00 PM
02:00 PM	02:00 PM	02:00 PM		02:00 PM			02:00 PM		02:00 PM		02:00 PM			02:00 PM		02:00 PM			02:00 PM		02:00 PM		02:00 PM

Submit for Approval – ONLY click when you have completely entered time for entire pay period.

Restart – *deletes* entries

Next/Previous - used to toggle between weeks in pay period

Time Sheet											
Title and Number:						Federal College Work Study -- FWS999-01					
Department and Number:						Payroll and Benefits -- 13021					
Time Sheet Period:						May 01, 2012 to May 31, 2012					
Submit By Date:						Jun 05, 2012 by 05:00 PM					
Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday May 08, 2012	Wednesday May 09, 2012	Thursday May 10, 2012	Friday May 11, 2012	Saturday May 12, 2012	Sunday May 13, 2012	Monday May 14, 2012
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0							
Total Units:				0							
<input type="button" value="Position Selection"/> <input type="button" value="Comments"/> <input type="button" value="Preview"/> <input type="button" value="Submit for Approval"/> <input type="button" value="Restart"/> <input type="button" value="Previous"/> <input type="button" value="Next"/>											

Note: Contact the IT Help Desk at ext. 6568 if you have questions or need assistance.