

Timesheet Entry for Students

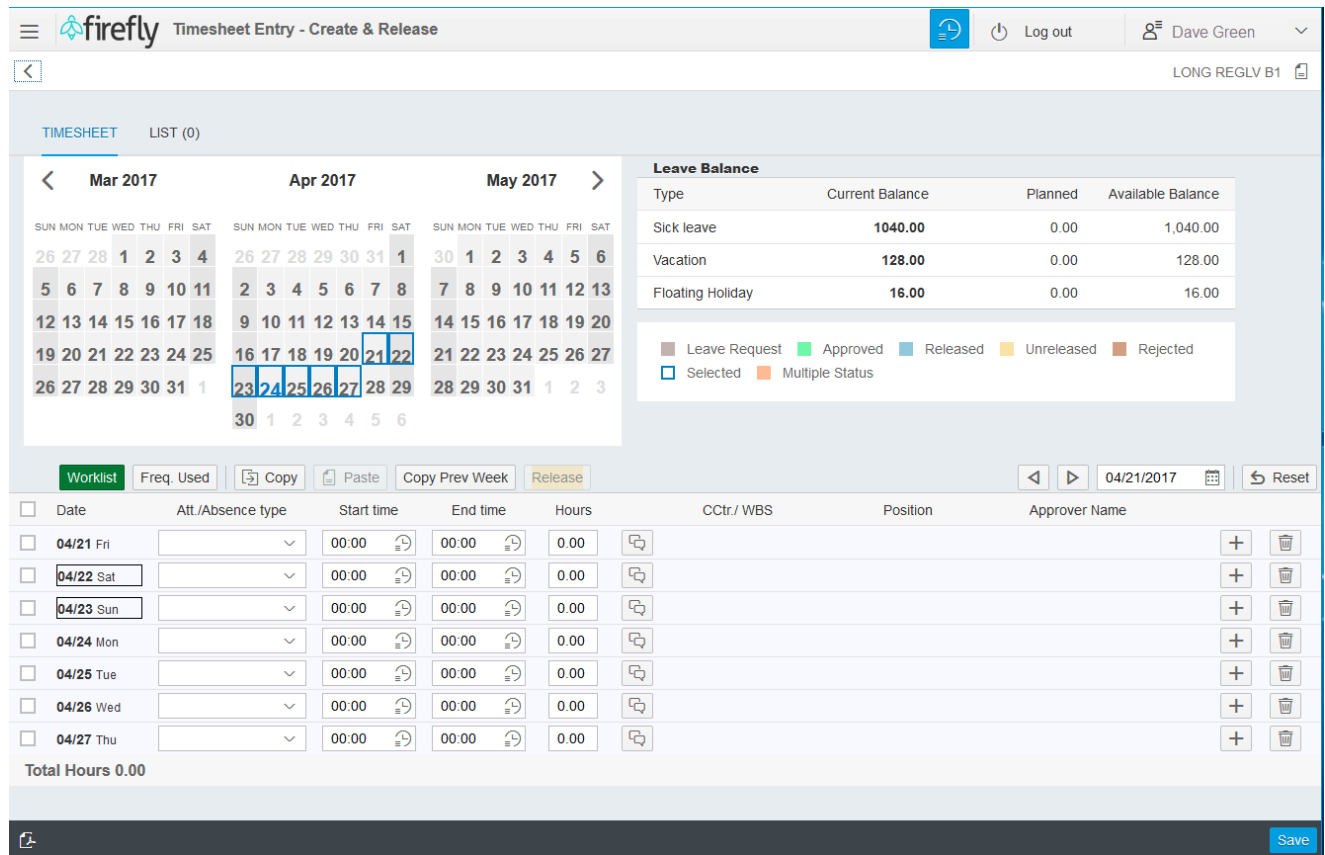
IMPORTANT INFORMATION

Timesheet Entry in Employee Self Service allows entry of hours worked for a week and serves as the official timesheet.

HELPFUL HINTS

- It is recommended to enter time daily.
- Record hours worked on this screen and then release the timesheet once all the hours have been entered.
- The legend at the bottom of the calendar can be used to monitor the status of the timesheet.

OVERVIEW OF TIMESHEET



Leave Balance

Type	Current Balance	Planned	Available Balance
Sick leave	1040.00	0.00	1,040.00
Vacation	128.00	0.00	128.00
Floating Holiday	16.00	0.00	16.00

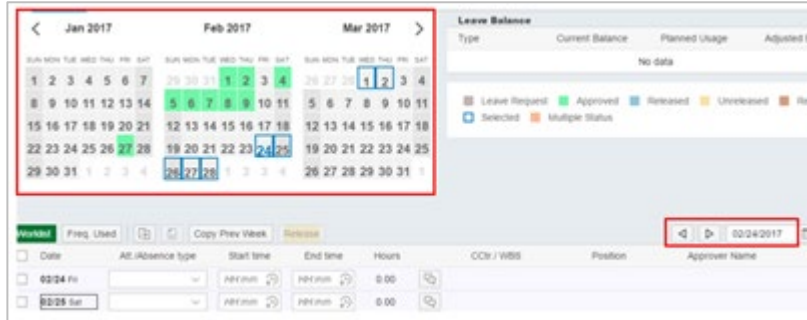
Date	Att./Absence type	Start time	End time	Hours	Cctr./WBS	Position	Approver Name
04/21 Fri		00:00	00:00	0.00			
04/22 Sat		00:00	00:00	0.00			
04/23 Sun		00:00	00:00	0.00			
04/24 Mon		00:00	00:00	0.00			
04/25 Tue		00:00	00:00	0.00			
04/26 Wed		00:00	00:00	0.00			
04/27 Thu		00:00	00:00	0.00			

Total Hours 0.00

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SELECT WORKWEEK

Click on the calendar or use the date navigation buttons.



ENTERING TIME

1. Select/check mark all rows to enter time on. If multiple rows are needed per day click the button at the right end of the rows needing additional rows.

<input type="checkbox"/>	Date	Att./Absence type	Start time
<input checked="" type="checkbox"/>	05/05 Fri	<input type="text"/>	00:00
<input type="checkbox"/>	05/06 Sat	<input type="text"/>	00:00
<input type="checkbox"/>	05/07 Sun	<input type="text"/>	00:00
<input checked="" type="checkbox"/>	05/08 Mon	<input type="text"/>	00:00
<input checked="" type="checkbox"/>	05/09 Tue	<input type="text"/>	00:00

2. Click the **Worklist** button.
3. From the pop-up, click on the position to enter time for.


Worklists	
Payroll	2143140001
Position: 5929	
Approver Name: Lori A Alvarez	
Accounting	2143110001
Position: 13916	
Approver Name: John L Doe	


Note the Cost object, Position and Approver Name will populate in the row.

Date	Att./Absence type	Start time	End time	Hours	Cctr / WBS	Position	Approver Name
03/03 Fri	<input type="text"/>	HH:mm	HH:mm	0.00	2143110001	13916	John L Doe

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4. Select the Attendance(Att)/Absence(Abs) type using the drop down provided or type the first letter of the Att/Abs type needed.
5. Enter the Start time and End time using the 24-hour format (i.e. 0800 to 1700)

Enter a comment, if needed, by selecting the  button. Type comment, then click anywhere outside the comment box to save and close.

Select the  button in the bottom right corner of the screen to save the entries.

RELEASE TIME ENTRIES FOR APPROVAL

Select the “Release Entries” button.



 Note: The rows of time entry will change color as the entry status changes.



EXIT TIME ENTRIES

Use the “back” arrow or the “Log out” to exit the time entry screen.

