STUDENT TIME ENTRY
The Time and Labor system allows you to enter time online and uses an electronic approval process. If you have any questions or problems, consult with your supervisor.

**Self Service Menu**

Under Self Service, there are two sections, **Report Time** and **View Time**:

- **Report Time**: contains your time sheet to enter your time
- **View Time**: inquiry to view your total hours and their status and view the exception page.

**Entering Time**

You have access to enter time only for the current pay month. Once the pay month is over, you will not be able to add or adjust any time.

**Report Time Menu**

Under Report Time, click on the Timesheet link. If you have more than one job record number, the page will look similar to the next screen shot. If you only have one record number, the timesheet page will display.

**Timesheet Record Number Page**

In the example above, the student works in different departments, choose the appropriate record number to enter your time. If you are unsure which record number to use, contact your supervisor for assistance.

**IMPORTANT**: Once you enter your time on a record number, you must use the same number for the whole pay period month. Only use different records if you directed to by your supervisor.
Timesheet Page

View By: –click on the drop down and choose Time Period

Entering Time: enter your time in the following format:

Even hour (8am, 1pm) - 8a or 1p (you must indicate am/pm)

Everything else (8:15am, 1:30pm) - 8:15a or 1:3p

If you are working with no lunch break, enter time on the first ‘In’ column and your ending time in the ‘Out’ column. **DO NOT USE THE LUNCH COLUMN TO END YOUR DAY.**

Once your time is entered, click on the Submit button, this is the same as saving. If your time is not submitted, everything entered at that time will be lost. If you have previously submitted time for the current month and need to make a correction, return to the timesheet page, adjust the time and re-submit.

Timesheet Confirmation Page

Click on the **OK** button to update the timesheet, you will return back to the timesheet page.

Timesheet Page

All time will automatically format correctly, the status will change to ‘Submitted’ and the Punch Total field will calculate total hours.
Additional Shifts

If you work more than one shift on the same day which requires punching in and out multiple times, an additional row(s) must be added to record this time.

Timesheet Page

Scroll to the right and click on the button to add a new row for the same date.

Timesheet Page

Enter the time. You can enter multiple rows for the same date.

NOTE: submitted time still needs to be approved by your department before it can be paid.

Lab or Department Field – Library and Lab only

For areas which need to add the lab or department worked, scroll to the right side of the page. You will be instructed by your supervisor if you need to enter this information.

Timesheet Page (right side)

Rule/Element 3 – click on the look-up button.

Look Up Rule Element 3 Page

Choose the appropriate Rule Element, the field will automatically update.
Exceptions

When there is a problem with the time entered, the system will notify you that there is an exception.

**Timesheet Page**

In the Exception column, this 🌐 symbol indicates there is a problem with your time. There are two exception types:

1. Total hours for the week (Sunday – Saturday) exceeds 20 hours.
2. Total hours for a day exceeds 16 hours.

If you are unsure what the problem is, you can click on the symbol to go to the exception page.

**Exception Page**

All exceptions are listed along with the reason.

Review the exception and correct if necessary by adjusting your punch times. These exceptions are reviewed by your supervisor.