

F. Entering Time

The Time Sheet Page is used to enter hours for the pay period. The page contains three important information sections:

1. The top section contains position information, including the timeline for submitting your time sheet.
 - a. **You must enter time daily during the time sheet period and submit all hours by the pay period end date.**
 - b. **You MUST submit time to the Approver before the "Submit By Date" indicate on this page.**
2. The middle section summarizes time entered for the pay period.
3. The bottom section provides information on the status of the time sheet.

Begin Entering Time:

Click on 'Enter Hours' found in the middle section.

Personal Information Student and Financial Aid **Employee**

Search Go SITE MAP HELP EXIT

Time Sheet

To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: College Work Study Student I-V -- S01969-00
 Department and Number: Human Resource Director -- 261
 Time Sheet Period: Apr 02, 2006 to Apr 15, 2006
 Submit By Date: Feb 15, 2008 by 12:00 P.M.

Earning	Shift Default Hours or Units	Total Hours	Total Sunday Units	Monday Apr 02, 2006	Tuesday Apr 03, 2006	Wednesday Apr 04, 2006	Thursday Apr 05, 2006	Friday Apr 06, 2006	Saturday Apr 07, 2006	Sunday Apr 08, 2006
Regular 1	0	.25		.25	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		.25		.25	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0

Position Selection Comments Preview **Submit for Approval** Restart Next

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

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