

**G. Time In and Time Out for Part-time employees:**

Full-time employees will only enter total hours worked for the day. Part-time and Student employees must enter time in and time out.

Personal Information Student and Financial Aid **Employee**

Search   [SITE MAP](#) [HELP](#) [EXIT](#)

### 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.

Date: Sunday, Apr 02, 2006  
Earnings Code: Regular

Shift	Time In	Time Out	Total Hours
1	10:00 AM	10:15 AM	.25
1			0
1			0
1			0
1			0
1			.25

**Account Distribution**

Earnings Code	Shift	Hours
Regular	1	.25

RELEASE: 7.2.1.1 Powered by: VeriSign

**Steps (only Part-time and Student Workers):**

- 1. Time In and Out** - Enter time that you arrived to work in intervals of 15 minutes and remember to change AM/PM accordingly, and then do the same for your departure time (**Time Out**). Total hours will be calculated for you. If you work more than 5 consecutive hours in one day you must have a meal break of at least one-half hour. Enter a new time-in and time-out to show any breaks longer than 15 minutes for the work day.
2. Click on **Save** and you are done.
3. Repeat this process for each day in the pay period.