Purpose: Time Entry Process for employees submitting **Weekly (7 Day) Time Sheet**

**Audience:** Any **Part-Time or Temporary employee** paid based on Hourly Rate of Pay

Note: This document assumes that you have successfully logged into **Employee Self-Service**

To begin, click on “Create Timesheet” on the Left Side of the screen

**Step 1:** Choose the correct Time Period from the Period Drop Down.
- By default, the timesheet shows the current week’s timesheet page.
- The period always starts on a Monday.

**Step 2:** After choosing the correct period, select “Hours Worked” from the Hours Type drop down as shown below.

**Step 3:** Report your actual hours worked using the “Start” and “Stop” boxes as shown below.
- Hours must be entered in Military Time – for example, 11:00 for 11 am and 13:00 for 1 pm
- Only enter actual time worked.
- If taken, lunch breaks or other time away is noted by the lack of a time entry. For example, enter your start time for the day (9:00) and when you stopped for lunch (13:00). Add another row and enter your return to work time (14:00) and your end time for the day (17:00).
Step 4: Press “Recalculate” to see the totals for each day as well as the pay period and to open another row. You can also add a row by using the “Add Another Row” button.

Step 5: Once all entries are made, click “Continue” to review the page.

Step 6: Once reviewed, click “Submit” to send your timesheet to your supervisor.

- You will see a confirmation screen which can be printed using “File > Print” from the top line menu.