



Remember, you must submit your timesheet on time, to be paid on time!

Reference the "Timesheet Deadlines Calendar 24-25" online to know when timesheets are due!

## Step 1: Confirm your total hours worked

**Time Sheet**  
**Title and Number:** Marketing Coordinator -- SS0038-0  
**Department and Number:** Outdoor Education -- 161309  
**Time Sheet Period:** Jan 22, 2025 to Feb 06, 2025  
**Submit By Date:** Feb 09, 2025 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Jan 22, 2025	Thursday Jan 23, 2025	Friday Jan 24, 2025	Saturday Jan 25, 2025	Sunday Jan 26, 2025
Student Wages	1	0	.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Colo Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CO Fam. Med. Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			.5		0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0

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



Total hours **must** reflect hours worked

Confirm your total hours here and make sure all other info is accurate! If you make any changes, click "Save"

## Step 2: Submit time sheet

**Time Sheet**  
**Title and Number:** Marketing Coordinator -- SS0038-0  
**Department and Number:** Outdoor Education -- 161309  
**Time Sheet Period:** Jan 22, 2025 to Feb 06, 2025  
**Submit By Date:** Feb 09, 2025 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday Jan 22, 2025	Thursday Jan 23, 2025	Friday Jan 24, 2025	Saturday Jan 25, 2025	Sunday Jan 26, 2025
Student Wages	1	0	.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Colo Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
CO Fam. Med. Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			.5		0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0

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

Click **"Submit for Approval"**

## Step 3: Keep an eye on the "Pay Period and Status"

Title and Department	My Choice	Pay Period and Status
Marketing Coordinator, SS0038-00 Outdoor Education, 161309	<input checked="" type="radio"/>	Feb 07, 2025 to Feb 21, 2025 Not Started
Student Employment Office Assistant, CS0002-00 Student Financial Services, 180051	<input type="radio"/>	Jan 22, 2025 to Feb 06, 2025 Pending
Campus Activities Office Student Staff, SS0030-00 Office of Campus Activities, 161301	<input type="radio"/>	Jan 07, 2025 to Jan 21, 2025 Completed
Bonner Fellow, SS2418-00 Collaborative for Community Engmt, 140382	<input type="radio"/>	Jan 22, 2025 to Feb 06, 2025 Approved

If the pay period says, "Not Started" this means you have not opened the timesheet and have not started logging hours for this pay period

"Pending" appears after you submit your time sheet

"Completed" means you have been paid for that pay period

"Approved" means your supervisor has approved your time sheet