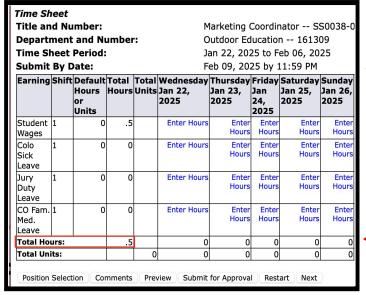


How to Submit Timesheets



Step 1: Confirm your total hours worked



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!



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

Engmt, 140382

| Time Sh Title an Departi Time Sl Submit | d Nu ment neet | and No | | : | Marketing Coordinator SS0038-0 Coutdoor Education 161309 Jan 22, 2025 to Feb 06, 2025 Feb 09, 2025 by 11:59 PM | | | | | |
|--|----------------------|--------|----|-------|---|----------------|---|---------|---------------------------|--|
| Earning | Shift | | | Units | | Jan 23, | | Jan 25, | Sunday Jan 26, 2025 | |
| Student Wages | 1 | 0 | .5 | | Enter Hours | Enter Hours | | | Enter Hours | |
| Colo Sick Leave | 1 | 0 | 0 | | Enter Hours | Enter Hours | | | | |
| Jury Duty Leave | 1 | 0 | 0 | | Enter Hours | Enter Hours | | | Enter Hours | |
| CO Fam. Med. Leave | 1 | 0 | 0 | | Enter Hours | Enter Hours | | | Enter Hours | |
| Total Hours: | | | .5 | | 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

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|--|--------------|--|--|
| Title and Department | My Choice | Pay Period and Status | If the pay period says, "Not Started" this means you have |
| Marketing Coordinator, SS0038-00 Outdoor Education, 161309 | 0 | Feb 07, 2025 to Feb 21, 2025 Not Started 3 | not opened the timesheet and have not started logging hours for this pay period |
| Student Employment Office Assistant, CS0002-00 Student Financial Services, 180051 | 0 | Jan 22, 2025 to Feb 06, 2025 Pending | ───────────────────────────────────── |
| Campus Activities Office Student Staff, SS0030-00 Office of Campus Activities, 161301 | 0 | Jan 07, 2025 to Jan 21, 2025 Completed 🧧 | "Completed" means you have been paid for that pay period |
| Bonner Fellow, SS2418-00 Collaborative for Community | 0 | Jan 22, 2025 to Feb 06, 2025 Approved | "Approved" means your supervisor has approved your time sheet |