

How to Enter Hours on Timesheet

Remember, you must have a time-sheet before working or training

Step 1: Click the bubble under "My Choice" to select the correct job, then click "Time Sheet"

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

Time Sheet → Click on "Time Sheet"

→ Confirm Pay Period

Step 2: Find the date that you worked, then select the "Enter Hours" blue button under that day.

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
Total Hours:			.5		0	0	0	0	0
Total Units:			0		0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

← Click on the blue "Enter Hours" button

Make sure to log your work hours in the "Student Wages" line for any regularly worked hours.

Step 3: Now log the hours you worked that day

Date: Wednesday, Jan 22, 2025
Earnings Code: Student Wages

Shift	Time In	Time Out	Total Hours
1	03:30 PM	05:15 PM	1.75
1			0
1			0
1			0
1			0
			1.75

Time Sheet Next Day Add New Line Save Copy Delete

← Under "Time In" log when you started working
 Under "Time Out" log when you stop working

Click save after logging hours

REMINDER!!!

1. Make sure you are entering the hours for the correct position! Different jobs have different timesheets.
2. Hours are entered by 15 minute increments.
3. Don't forget to save!

If you work multiple shifts in a day, add the hours to the next row.