Student Employee Time Entry

Overview
This process documentation is to assist employees with time entry.

Step 1
1a. In a browser go to
1b. Click on Employees.
1c. Click on the Time Entry link.

Step 2
2a. Click the box under “Choose Only One” for the position for which you are entering time.
(If you have more than one job, there will be multiple listings here.)

Step 3
The following will be displayed. (The Annual Leave, Sick, Other Time Hours and Other Time Types columns do not apply to student employees.)
3a. Enter Time In and Time Out for the appropriate dates.

Enter time with a or am, or p or pm. example: 9:00 in the morning is entered as 9:00am or 9a and 4:00 in the afternoon is entered as 4pm or 4p.

3b. (OPTIONAL) Insert line if needed.

Two lines for each day appear automatically. To enter more than two lines for a day, you may insert another line by clicking on Insert Line. This may be necessary if you work in the same job three times in one day. Example: Work in the morning, go to lunch, work in the afternoon, leave to go to class, work again in the afternoon.

Step 4
Submit the time entered. [ENTER] or click on SUBMIT.

Note: Time may be entered each shift, at the end of the day, or at any time before the end of the month without “signing” the time card. However, we advise you, and your supervisor may require you, to enter your time as you work.

4a. The following appears when pressing [ENTER] or clicking on SUBMIT.

4b. Click OK to close.
Log out.
Student Employee Time Entry

Step 5
Once all time is entered for the month you will “sign” the time card by clicking on the signature box.

View 5a (signature line with box)

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval.

5b. Confirmation appears.

View 5b

Confirmation

Thank you. Your time entry is complete and ready for approval.
Pay Period End Date: 03/31/2007
Time Entry Status: Complete

<table>
<thead>
<tr>
<th>Current Pay Period Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Hours</td>
<td>5.00</td>
</tr>
<tr>
<td>Annual Leave Hours</td>
<td>0.00</td>
</tr>
<tr>
<td>Sick Hours</td>
<td>0.00</td>
</tr>
<tr>
<td>Shift Hours</td>
<td>0.00</td>
</tr>
<tr>
<td>Other Hours Grand Total</td>
<td>0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Previous Pay Period Hours</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Available</td>
<td>0.00</td>
</tr>
</tbody>
</table>

5c. Click OK to close.
Log out.

Step 6
Watch email for approval or rejection of time card.

View 6
Email in mailbox

dated 03/31/2007 01:10 PM 2:51 AM Your Time Approved

Email text when opened
From: tjs@datacal.com
Subject: Your Time Approved

Your supervisor has approved your time card for Student Worker, HR/Payroll with period ending on 03/31/07.

You will not have access to this time card again unless your supervisor rejects the time card. If the time card is rejected you will have to check your time card and repeat step 5 to reenter your time and sign the time card.