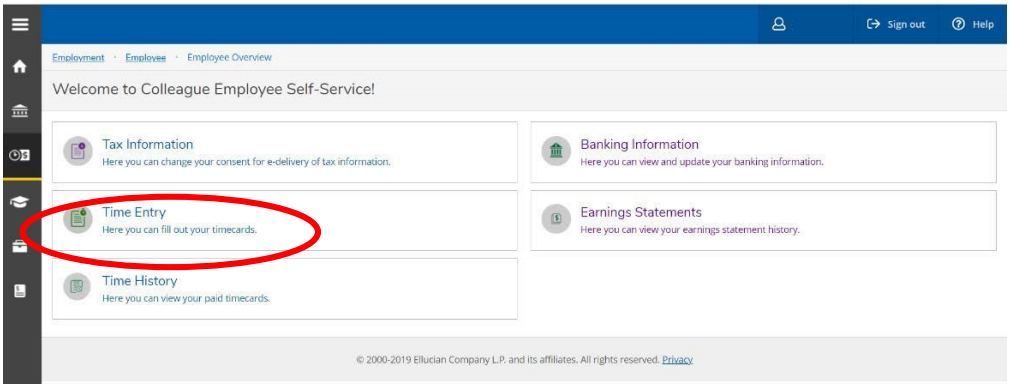
Time Entry (For Student and Part-Time/Hourly Employees only)

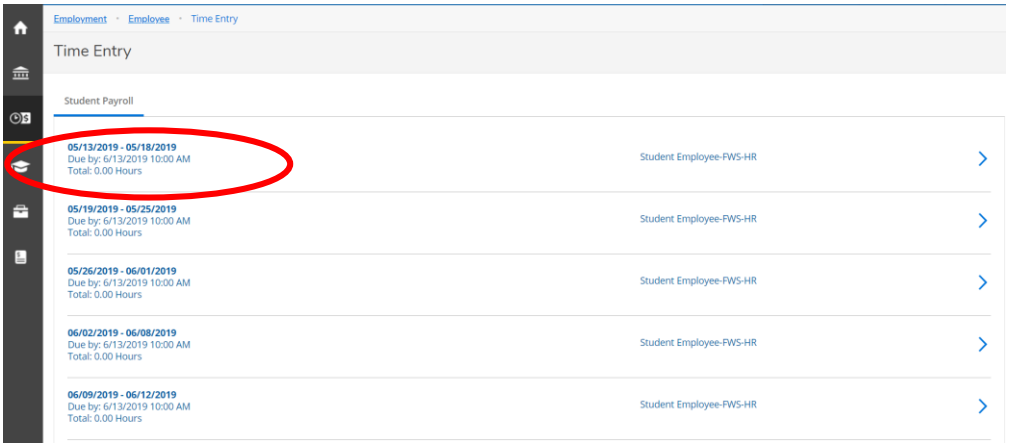
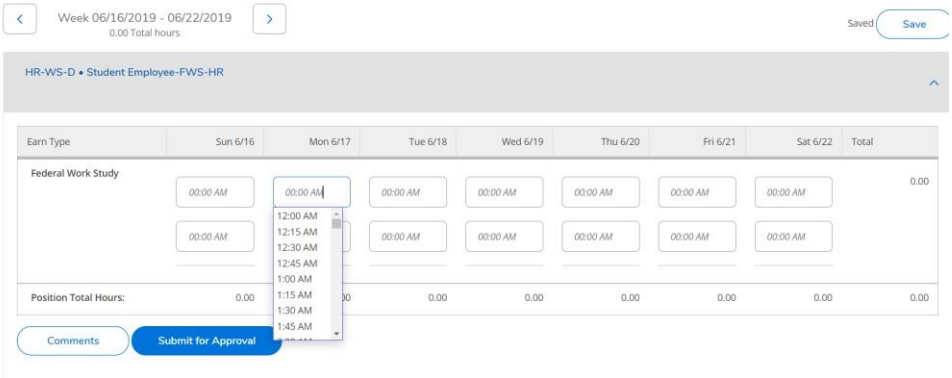
Login: Single Sign On

Click Self-Service Icon

Click “Employee” → “Time Entry”



→ Select Weekly Pay Period



→ Use dropdown to enter time worked for the pay period selected. Please be sure to enter the exact times down to the minute. Time should be entered and approved on a weekly basis. Comments can be made by the employee in regards to the time entry being submitted. After all time is entered select “Submit for Approval” (this sends the time entered directly to your supervisor for approval).