WEB TIME ENTRY FOR STUDENTS

These instructions will help students access their web timesheets, enter hours, and submit time sheets to their supervisors.

Accessing Your Timesheet

1. Log on to the Intranet and click on myCU. Select “Enter Secure Area”, and enter your CU ID # (G…#) and pin.
2. Select “Employee” and then “Timesheet.”
3. If you work in more than one department, select the position for which you are entering time.
4. Use the drop-down menu under “Pay Period and Status” to select the correct pay period.
5. Click on “Timesheet.”
6. On the timesheet page confirm that you have selected the correct department and dates for entering hours. Make note of the date your timesheet must be submitted to your supervisor. Students who do not submit their time sheets on time will not be paid until the next month! You will only see one week of the period at a time, but the total hours summarized on the left will always include the totals for all weeks.
**Entering Hours**

1. To enter work hours, click on “Enter Hours” for Regular Pay under the appropriate day.
2. On the “Time In and Out” screen, enter your time using four digits (e.g. 0800 for 8:00 or 0230 for 2:30) and select AM or PM. Do the same for the time out. **Note that all time must be entered in quarter hours** (e.g. 12:00, 12:15, 12:30, or 12:45), therefore you should always begin your work shift on the quarter hour. If you begin after the quarter hour, you must enter your start time as the next quarter hour.

Example: You begin work at 10:10 am. Enter your start time as 10:15 am.

Please be careful when entering 12:00 to select the correct AM or PM designation. Midnight is AM and lunch is PM.

Enter each block of time you work on a separate line. If you work from 8:00am to 9:30 in the morning and 2:00 to 4:00pm in the afternoon you will have two time entries for that day. The same is true when you take a break (e.g., lunch or chapel) you need to ‘clock out’ and then ‘clock in’ after the break. If you work multiple times in a day with time off in between, and you need more than five lines to enter your time, select “Add New Line” at the bottom as many times as needed.

**Please note that all students working at least a 6 hour shift, must take a half hour unpaid lunch break, and a 10 minute paid rest break.** This is a state law!

**Also, University policy limits students to working no more than 20 hours per week for all departments combined.**
When you are finished entering hours for that day, select “Save.”

3. To move between timesheet weeks, select “Next Day” or “Previous Day” at the bottom of the screen. To delete all hours and start the timesheet over, select “Delete.”

4. When your timesheet is complete, return to the time sheet entry page by selecting “Timesheet.” If you wish to add comments, you may do so by selecting “Comments.” Remember that your supervisor will see these comments. You may view your timesheet in its entirety by selecting “Preview.” This will summarize your hours for the entire pay period.
5. When you have no further changes to make, click on “Submit for Approval.” You will be asked to re-enter your pin; this functions as your electronic signature.

6. You will be returned to your timesheet page, and should see a message at the top stating “Your timesheet was submitted successfully,” the date it was submitted for approval, and the person who needs to approve it. Remember that you must submit time sheets for each department that you work in separately. Once your supervisor has approved the timesheet, their name will be listed next to “Approved By.” Until this occurs, Payroll will not have your timesheet in the system to be paid. You will now always know where your timesheet is in the processing queue.
Your time sheet was submitted successfully.

**Time Sheet**

<table>
<thead>
<tr>
<th>Title and Number:</th>
<th>Lib Circulation Assistant -- 505900.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department and Number:</td>
<td>Library -- 50501</td>
</tr>
<tr>
<td>Submit By Date:</td>
<td>Nov 16, 2007 by 05:00 P.M.</td>
</tr>
<tr>
<td><strong>Earnings</strong></td>
<td><strong>Shift</strong></td>
</tr>
<tr>
<td>Regular Pay</td>
<td>1</td>
</tr>
<tr>
<td>Total Hours:</td>
<td>9.5</td>
</tr>
<tr>
<td>Total Units:</td>
<td>0</td>
</tr>
</tbody>
</table>

Submitted for Approval By: You on Oct 16, 2007

Approved By: 

Waiting for Approval From: Alisa Silva