Payroll

Student Timesheet Entry
Student Link

- Log into your Student Link
- Go to the Work Tab

Access and Deadlines
- System is available to input hours 24/7: Monday 12:01 AM to Sunday 11:59pm
- Deadline established by your supervisor must be followed.
Work Tab

- In the Work Tab, select “Employee Time Entry”
Job Summary

- A summary of your jobs are listed.
- Job is posted once you have been formally hired into the position.
- You can only enter hours for the current pay week. If the deadline is missed, your supervisor will enter those hours on your behalf.

If current jobs not displayed – contact supervisor. Click Here!
Timesheet Entry

- The week's timesheet will appear.
- Input all hours worked for the week.
- Note the restrictions listed at the bottom of the webpage.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Begin</th>
<th>End</th>
<th>Begin</th>
<th>End</th>
<th>Begin</th>
<th>End</th>
<th>Reset Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>01/28/2008</td>
<td>10:00</td>
<td></td>
<td>11:00</td>
<td></td>
<td>12:00</td>
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<tr>
<td>Tuesday</td>
<td>01/29/2008</td>
<td>10:30</td>
<td></td>
<td>11:30</td>
<td></td>
<td>12:15</td>
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</tr>
<tr>
<td>Wednesday</td>
<td>01/30/2008</td>
<td>11:00</td>
<td></td>
<td>11:15</td>
<td></td>
<td>12:30</td>
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<tr>
<td>Thursday</td>
<td>01/31/2008</td>
<td>11:00</td>
<td></td>
<td>11:15</td>
<td></td>
<td>12:30</td>
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<tr>
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<td>10:00</td>
<td></td>
<td>11:00</td>
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<td>12:15</td>
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<tr>
<td>Saturday</td>
<td>02/02/2008</td>
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<td></td>
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<td>12:15</td>
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<tr>
<td>Sunday</td>
<td>02/03/2008</td>
<td>10:00</td>
<td></td>
<td>11:00</td>
<td></td>
<td>12:15</td>
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</tr>
</tbody>
</table>

Note: Work-Study, International, and Law students are not permitted to work over 20 hours per week while classes are in session. Students are required to take an unpaid break of at least 30 minutes after working six continuous hours each day. Students are paid for hours worked only. Lunch time, breaks, sick days, holidays, and snow days are not to be counted as hours worked.
Choosing the change option will bring you back to your timesheet. You can then make any necessary corrections.
Timesheet Entry Review - Save

- By saving, your entries will be saved and you can return at a later time to adjust or input more hours.
Payroll – Student Timesheet Entry

Timesheet Entry Review - Submit

- Once you submit to your supervisor, you will no longer be able to make changes.
- Only your supervisor will be able to make changes

![Timesheet Entry Review - Submit](image-url)
Job Summary

- You will be brought back to the Job Summary page.
- Once the hours have been submitted, the date will appear.