Time and Attendance Instructions – Student View

ENTERING HOURS WORKED:

Using the ‘Time Entry’ link, click on the day for which you wish to enter hours:

***PTS Time and Attendance - Time Entry***

Currently logged in as: scott.saelett

<table>
<thead>
<tr>
<th>August</th>
<th>September 2010</th>
<th>October</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>Mon</td>
<td>Tue</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>8</td>
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<td>15</td>
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<td>22</td>
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<tr>
<td>29</td>
<td>30</td>
<td>31</td>
</tr>
</tbody>
</table>

Click on a day to create and edit time entries. The entries will appear in the calendar above.

Once you are done entering your hours for the pay period that is ending, click on the 'Summarize/Submit' link.

Gray entries represent time which has been entered but not yet submitted for supervisor review.

Blue entries represent time which has been submitted, and is awaiting supervisor review.

Green entries represent time which has been approved by your supervisor.

Red entries represent time which has been rejected by your supervisor. Review, edit, and resubmit if applicable.

**Job codes for selected month:**
- RQR: InfoTech RQR: InfoTech 05/25/2010 - 06/19/2010
- WD2W: Acad Adm WD2W: Acad Adm 05/25/2010 - 06/19/2010
- SS4S: Phonado SS4S: Phonado 05/25/2010 - 06/19/2010

**Selected date: Wednesday - September, 15 2010**

Job: --SELECT--

Hours: Please input your hours in quarter-hour increments only.

Create new entry  Cancel new entry

You will then be able to select from the ‘Job’ dropdown will have filled with all jobs that are assigned to you for the chosen day. Select your job, input your hours (note: quarter-hour increments only) and click ‘Create new entry’. If you find you need to make corrections to your entries, you may do so up until the point you submit your hours for supervisor approval.
SUBMITTING HOURS TO YOUR SUPERVISOR FOR APPROVAL:

After you have worked and recorded your hours for your last workday in a particular pay period, it’s time to submit your hours worked to your supervisor for approval. On the Summarize/Submit page, select the appropriate pay period and click the retrieve button. You will then see the hours you have entered appear as follows:

*PTS Time and Attendance – Summarize / Submit*

If your entries are correct as stated, click the ‘Submit total’ button. If they are incorrect, then return to the ‘Time Entry’ link in order to edit your entries prior to submitting them in this step.
You’ll receive a copy of your submitted timesheets by email for your records, but you will always be able to check your history of entries in the section marked ‘Your work history’, as can be seen in the sample below:

*PTS Time and Attendance - Summarize / Submit*

Federal work study students take note! You have a limitation on the number of hours you can work during the year. You can use this section to help you plan, so that you do not exceed the limit.