

How to Submit your Time Card

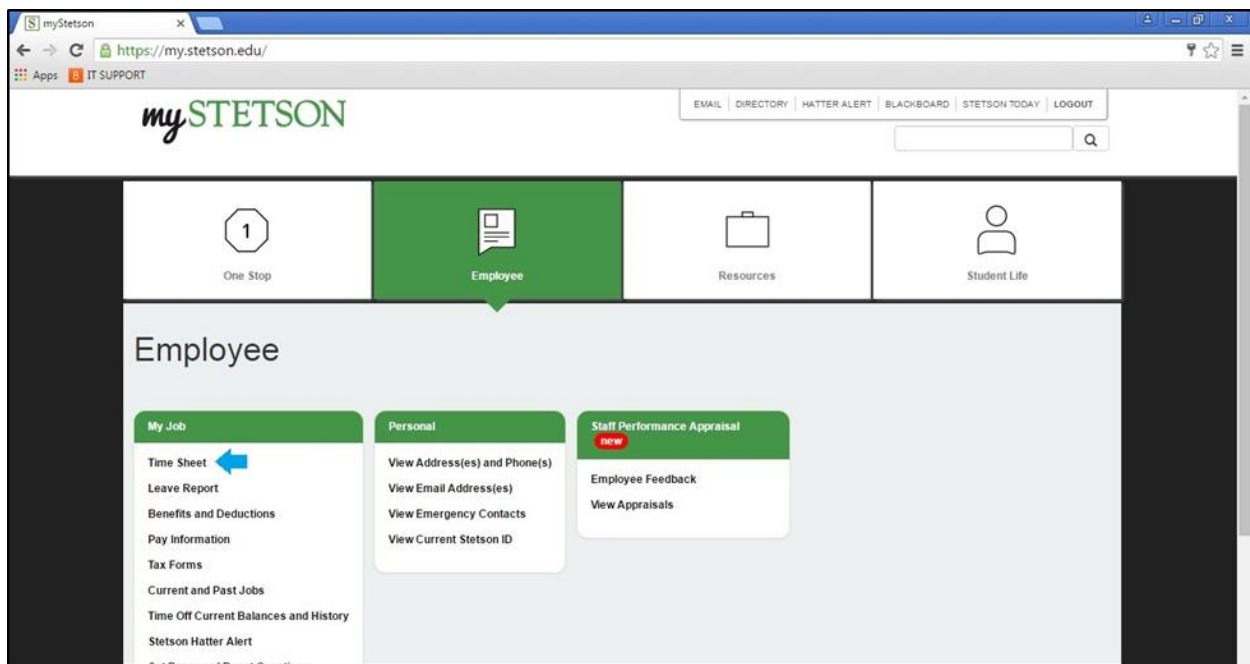
Time Card Procedures

Time Card Procedures

As a student employee you are responsible for recording the hours that you work. Time cards are due bi-weekly, which means that you have to submit your time cards every two weeks. To submit your time cards see the below instructions or go to the youtube link for a video 😊

<https://www.youtube.com/watch?v=nRYaA1n57Dg>

1. Open your My.Stetson, click on the employee tab and then select time sheet.



4. Enter in the time that you started and the time that you ended and then be sure to click the SAVE button

myStetson Time In and Out

HELP LOGOUT

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Sunday, Aug 14, 2016
Earnings Code: Regular Pay

Shift	Time In	Time Out	Total Hours
1	4:00 PM	6:00 PM	0
1			0
1			0
1			0
1			0
1			0

Time Sheet Previous Day Next Day
Add New Line Save Copy Delete

RELEASE: 8.8

5. Lastly, be sure to hit Submit for Approval at the end of the two week pay period

mySTETSON

HELP LOGOUT

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: Tutor -- S32703-00
Department and Number: Academic Services Center -- 2703
Time Sheet Period: Aug 13, 2016 to Aug 26, 2016
Submit By Date: Aug 29, 2016 by 11:59 AM

Clock In or Out	Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 13, 2016	Sunday Aug 14, 2016	Monday Aug 15, 2016	Tuesday Aug 16, 2016	Wednesday Aug 17, 2016	Thursday Aug 18, 2016	Friday Aug 19, 2016
	Regular Pay	1	0	2		Enter Hours	2	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
	Total Hours:			2		0	2	0	0	0	0	0
	Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.11.1.3

What if I forgot to submit my hours?

If you've forgotten to enter in your hours you must fill out a payroll variance form and bring it to the Coordinator for Tutoring and SPI to sign. You then take the form to finance and turn it in.

<http://www.stetson.edu/other/student-employment/media/payroll-variance-form.pdf>

Late or Missed Shift

If you are going to be late or miss a shift do the following.

1. Notify the front desk, 386-822-7345 or HFSCC@stetson.edu
 - a. Let your supervisor know as well.
2. If you know in advance that you are unable to make a shift, it is your responsibility to tell your supervisor and any students this may impact (SPI's).
 - a. Contact your fellow co-workers and arrange for someone to cover your shift.
 - b. If no one is able to cover your shift, you must tell your Supervisor.