

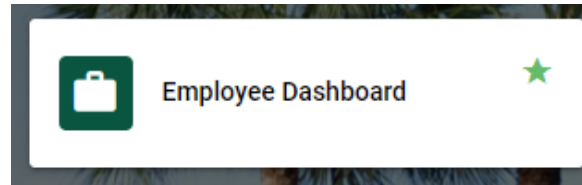


## Student Employment Timesheet Quick Guide

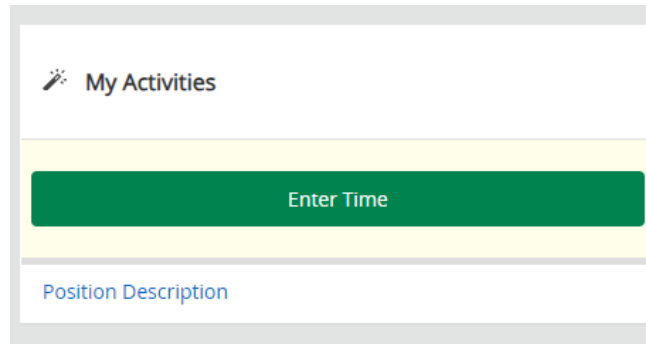
Student employees are paid bi-weekly.

Below are the steps to enter your time. Please remember that the maximum hours allowed is 20 hours per week total for all positions held.

- Log in to [MyStetson](#) and click on the Employee Dashboard tile.



- Under My Activities click on Enter Time to begin your Timesheet.



- Select the correct pay period by clicking on Start Timesheet.

Pay Period	Hours/Units	Submitted On	Status
Student Assistant - People Operations, LS5052-00, S, 5052, Human Resources - COL			
05/18/2024 - 05/31/2024		Not Started	<div>Start Timesheet</div>

- Enter Time In and Time Out for each day that you work. Then click Save.

05/04/2024 - 05/17/202419.50 Hours ⓘ ⓘ

In ProgressSubmit By 05/20/2024, 12:00 PM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
11	12	13 4.00 Hours	14 3.50 Hours	15	16	17

⊕ Add Earn Code

Earn Code

Regular Pay

Start Time\*

08:00 AM

End Time\*

12:00 PM

Hours

4.00

⊕ Add More Time

Exit Page

Cancel

Save

Preview

- Once all time has been entered for the pay period, click Preview to review your timesheet.

05/04/2024 - 05/17/2024

19.50 Hours

In Progress

Submit By 05/20/2024, 12:00 PM

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
11	12	13 4.00 Hours	14 3.50 Hours	15	16	17

Add Earn Code

Earn Code

Regular Pay

Start Time\*

08:00 AM

End Time\*

12:00 PM

Hours

4.00

Add More Time

Exit Page

Cancel

Save

Preview



- If you are ready to submit your timesheet, click Submit.

**mySTETSON** Employee Dashboard Timesheet Student Assistant - People Operations, LS5052-00, S, 5052, Human Resources - COL Preview

### Timesheet Detail Summary

Student Assistant - People Operations, LS5052-00, S, 5052, Human Resources - COL

Pay Period: 05/04/2024 - 05/17/2024 | 23.50 Hours | In Progress | Submit By 05/21/2024, 12:00 PM

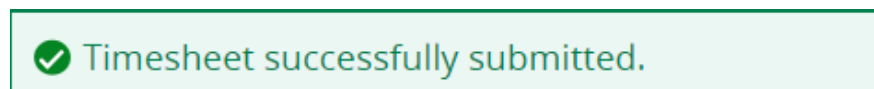
Time Entry Detail			
Date	Earn Code	Shift	Total
05/08/2024	REG, Regular Pay	1	4.00 Hours
05/09/2024	REG, Regular Pay	1	4.00 Hours
05/10/2024	REG, Regular Pay	1	4.00 Hours
05/13/2024	REG, Regular Pay	1	4.00 Hours
05/14/2024	REG, Regular Pay	1	3.50 Hours
05/15/2024	REG, Regular Pay	1	4.00 Hours

Time Information									
Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
05/08/2024	REG, Regular Pay	1	4.00	08:00 AM			12:00 PM		
05/09/2024	REG, Regular Pay	1	4.00	08:00 AM			12:00 PM		
05/10/2024	REG, Regular Pay	1	4.00	01:00 PM			05:00 PM		
05/13/2024	REG, Regular Pay	1	4.00	08:00 AM			12:00 PM		
05/14/2024	REG, Regular Pay	1	2.75	08:00 AM			10:45 AM		
05/14/2024	REG, Regular Pay	1	0.75	11:15 AM			12:00 PM		
05/15/2024	REG, Regular Pay	1	4.00	08:00 AM			12:00 PM		

**Summary**

Return Submit

- You will receive a message that your timesheet has been successfully submitted.



- Your supervisor will then review and approve for payroll purposes.