Student Employment Timesheet Quick Guide
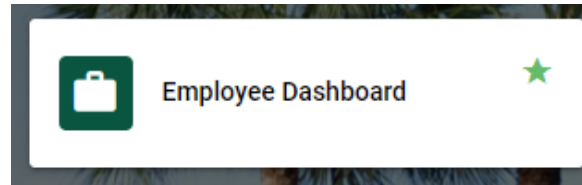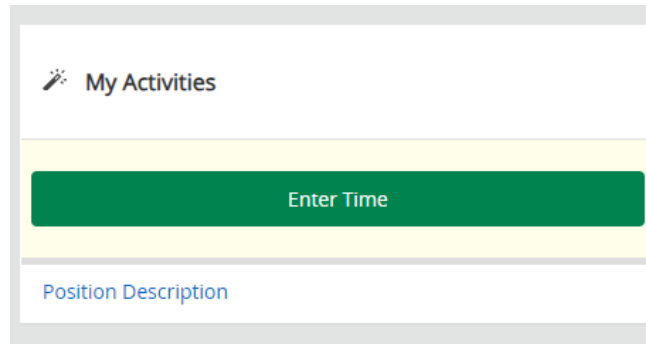
Student employees are paid bi-weekly.

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	Start Timesheet

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

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

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

- You will receive a message that your timesheet has been successfully submitted.
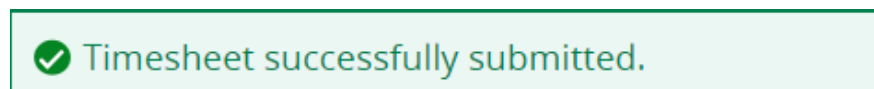
- Your supervisor will then review and approve for payroll purposes.