



Student Timesheet Schedule

Summer Employment - Pay Periods			
#	Start - End	Timesheet due by 10am	Pay Date
11	5/7/23-5/20/23	5/22/23	05/26/23
12	5/21/23 - 6/3/23	6/5/23	6/9/23
13	6/4/23-6/17/23	6/19/23	6/23/23
14	6/18/23-7/1/23	7/3/23	7/7/23
15	7/2/23-7/15/23	7/17/23	7/21/23
16	7/16/23-7/29/23	7/31/23	8/4/23
17	7/30/23-8/12/23	8/14/23	8/18/23
18	8/13/23-8/26/23	8/28/23	9/1/23
19	8/27/23-9/9/23	9/11/23	9/15/23

Time Entry Instructions

Visit the [Student Employment Portal](#). Enter your Username and Password.

1. Click on Employees then select My Timesheets from Employees menu.
2. Click the Job Title link to access your timesheet.
3. Click Start Time Sheet to the right of the pay period you wish to enter time.
4. Click Add New Entry to enter your time. You may add break minutes, sick time and notes if applicable.
5. Review the dates/times you have entered, make any necessary corrections.
6. Select Submit time sheet and OK to confirm.
7. Congratulations! Your timesheet has been submitted and is awaiting review and your supervisor's approval.