





Search

## Time Sheet Selection

Select Time Sheet  Choose a Time Sheet period from the pull-down list.

**Title and Department**

**My Choice Pay Period and Status**

Title and Department	My Choice Pay Period and Status
MP Student Assistant, CM	

**RELEASE: 8.12.1.5**

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To enter your hours, click on the "Enter Hours" link in the row that corresponds with the appropriate earnings code and date. This will bring you to Time In and Out.

For example: To enter regular hours for Monday, August 8th the below link would be selected.

**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:** HR Student Assistant -- SM.  
**Department and Number:** Human Resources --  
**Time Sheet Period:** Aug 07, 2022 to Aug 20, 2022

Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Regular Pay	0	0	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Regular Pay (U.S.)	0	0	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Enter Hours	Enter Hours	C19 Supplemental Test Result	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
0	0	Install Classes		0	0	0	0	0	0
0	0	Install Credits		0	0	0	0	0	0

Submitted for: **ANBR03.R03**

Enter the time intervals for the date selected. Ensure that you account for breaks, change AM and PM as appropriate, and do not enter your hours in 24-hour time format. The "Copy" button will copy the same intervals to another day or set of days. The "Delete" button will delete all time intervals for that day. Once you have entered your time intervals for that day click the "Save" button at the bottom.



Clicking "Save" should generate total hours for that day in the rightmost column as well as an account distribution with totals at the bottom of the page. To enter in hours for other days or see the rest of your timesheet, click the "Timesheet" button at the bottom of the page. This will bring you back to Time and Leave Reporting.

Personal Information   **Timesheet**   **My Leave**   **My Profile**

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## Time In and Out

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Monday, Aug 08, 2022

**Earnings Code:** Regular Pay      **Date:**

Time In	Time Out	Total Hours	Shift
08:30 AM	11:30 AM	3	1
12:00 PM	03:00 PM	3	1
		0	1
		0	1
		0	1

 
  
  

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### Account Distribution

Earnings Code	Shift	Hours
Regular Pay	1	6

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On the Time and Leave Reporting page you can enter hours worked for other days of the pay period and look at the totals for the week and the pay period. To access a different week of the pay period you can click "Next" or "Previous". Once all of your hours for the pay period have been entered click "Submit for Approval". This will lock the Time Sheet and send it to your supervisor for approval.

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In the left main menu under \_\_\_\_\_ select the arrow next to \_\_\_\_\_. Then, select \_\_\_\_\_. This contains information about earnings history, pay stubs, deductions history, and earnings by position. Earnings History will show the earnings for a particular year by earnings code. Pay Stub will show pay stubs from curryosi() Ovi(3) year b



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In the left main menu under  select the arrow next to . Then, select . The Tax Forms link contains information about W-4 Exemptions or Allowances, Electronic W

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In the left main menu under [Tools](#) select the arrow next to [Benefits and Pay Info](#). Then, select [Jobs Summary](#). The Jobs Summary link contains a list of all positions both past and present that you have held with the College including beginning and ending dates for all positions.

