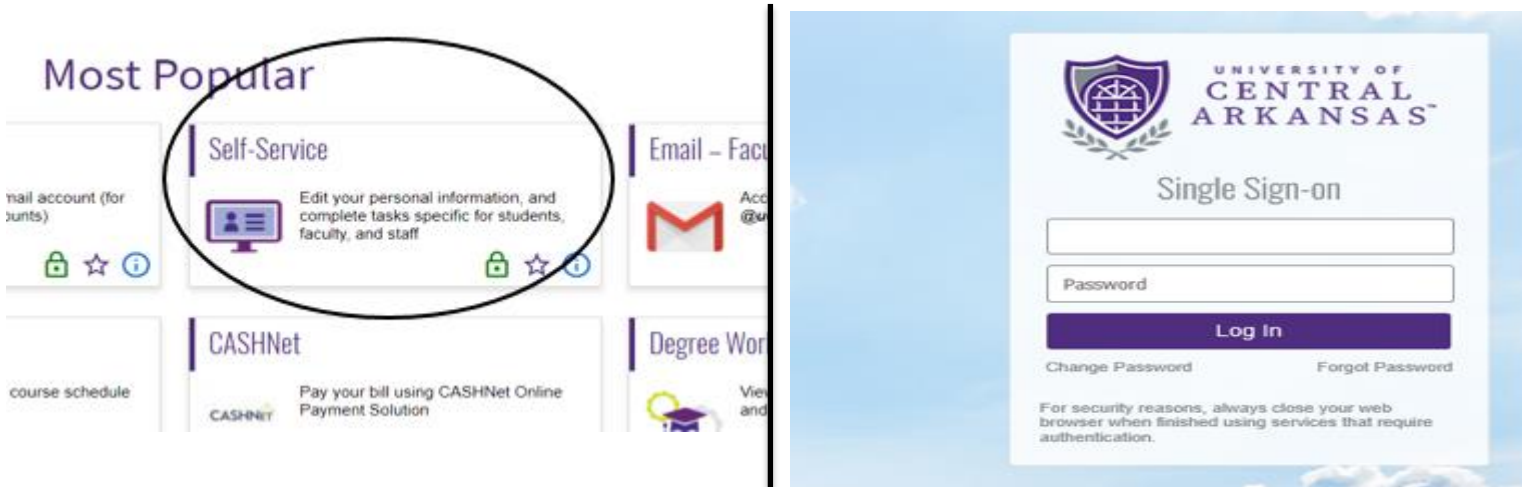
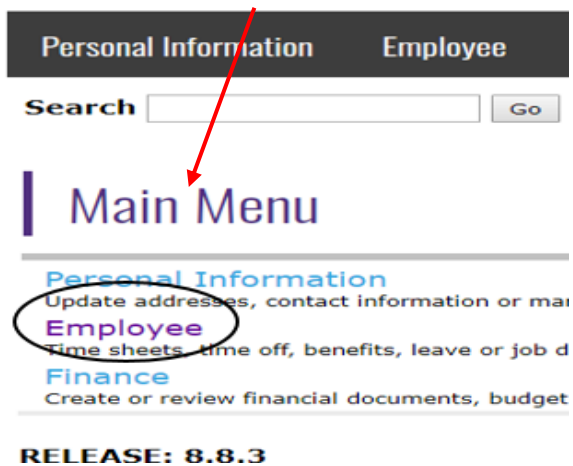


Instructions for Time Sheets Entry

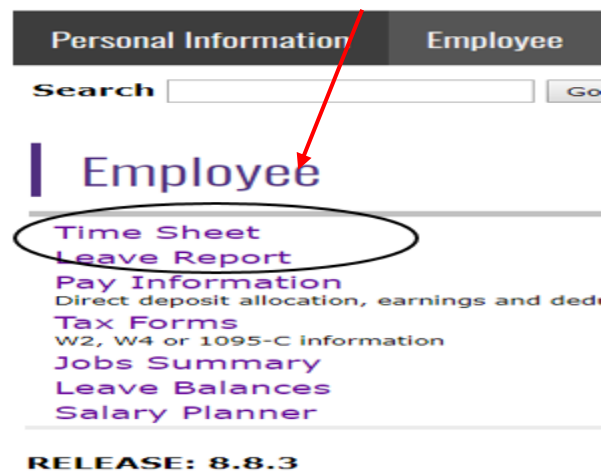
Find **Self-Service** task on MY.UCA.edu and Log in using your **UCA Network ID and Password**



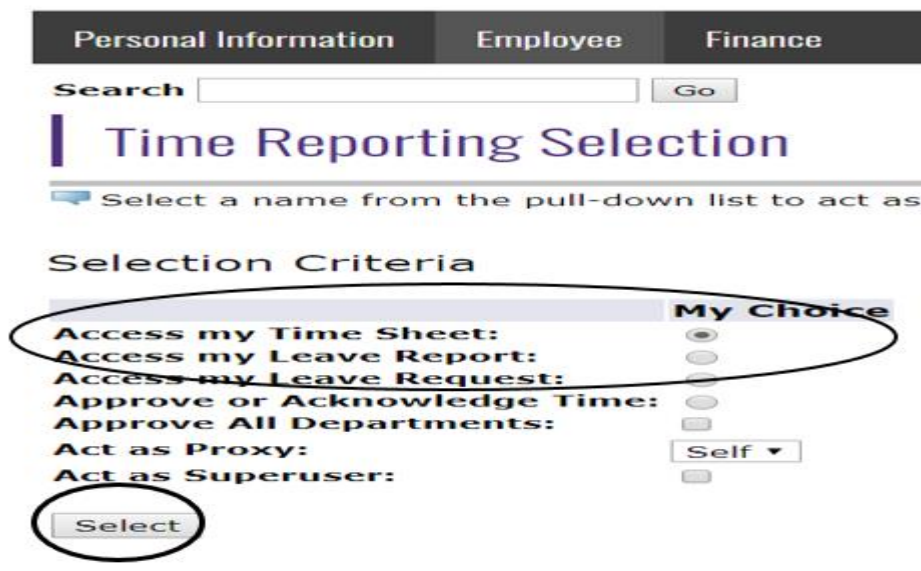
Click on **Employee**:



Click on **Time Sheets**:



Click on **Access my Time Sheet** and **Select**



Select **correct Job** (if you have more than one), choose correct **Pay Period** (dates may not be in order) and click **Time Sheet**:

Personal Information Employee Finance

Search Go

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
Payroll Services Specialist, 084001-00	<input checked="" type="radio"/>	Jun 16, 2016 to Jun 30, 2016 Completed
Human Resources & Risk Management, 501000	<input type="radio"/>	Mar 01, 2018 to Mar 15, 2018 Completed
Payroll Services Specialist, 091003-00	<input type="radio"/>	Oct 01, 2019 to Oct 15, 2019 Completed
Human Resources & Risk Management, 501000	<input type="radio"/>	
HR Generalist, 222005-00	<input type="radio"/>	
Human Resources & Risk Management, 501000	<input type="radio"/>	

Time Sheet

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Job Pay Period

Double check **Information**. Click on **Enter Hours**:

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Search Go

SITE MAP HELP EXIT

Time and Leave Reporting

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

Time Sheet
Name:
Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

Student Commn Service Federal -- 995092-00
Reading Center -- 321200
Oct 01, 2019 to Oct 15, 2019
Oct 17, 2019 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Oct 01, 2019	Wednesday Oct 02, 2019	Thursday Oct 03, 2019	Friday Oct 04, 2019	Saturday Oct 05, 2019	Sunday Oct 06, 2019	Monday Oct 07, 2019
Federal Work Study	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Federal Work Study Comm Serv	1		0	24	4	4	4	4	Enter Hours	Enter Hours	Enter Hours
Total Hours:			24		4	4	4	4	0	0	0
Total Units:				0	0	0	0	0	0	0	0

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Approved By:
Waiting for Approval From: Susan Lynne Suits

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Make sure you are entering hours into the **correct line**:

Time Sheet
Name:
Title and Number:
Department and Number:
Time Sheet Period:
Submit By Date:

Student Commn Service Federal -- 995092-00
Reading Center -- 321200
Oct 01, 2019 to Oct 15, 2019
Oct 17, 2019 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Oct 01, 2019	Wednesday Oct 02, 2019	Thursday Oct 03, 2019	Friday Oct 04, 2019	Saturday Oct 05, 2019	Sunday Oct 06, 2019	Monday Oct 07, 2019
Federal Work Study			0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Federal Work Study Comm Serv			0	24	4	4	4	4	Enter Hours	Enter Hours	Enter Hours
Total Hours:			24		4	4	4	4	0	0	0
Total Units:				0	0	0	0	0	0	0	0

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If you are **Student Commn Service Federal – 995***** you will enter hours on the **Federal Work Study Comm Serv** line.

Enter your **Start Time with correct AM/PM** and **End Time with correct AM/PM**

Personal Information Employee Finance

Search Go

Time In and Out

Enter time in 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: Tuesday , Oct 01, 2019
Earnings Code: Federal Work Study

Shift	Time In	Time Out	Total Hours
1	<input type="text"/>	<input type="text"/>	0
1	<input type="text"/>	<input type="text"/>	0
1	<input type="text"/>	<input type="text"/>	0
1	<input type="text"/>	<input type="text"/>	0
1	<input type="text"/>	<input type="text"/>	0
1	<input type="text"/>	<input type="text"/>	0

Previous Menu

Next Day

Add New Line

Save

Copy

Delete

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1 to 7 minutes =:00 (top of current hour)
8 to 21 minutes =:15
23 to 37 minutes =:30
38 to 52 minutes =:45
53 to 59 minutes =:00 (top of next hour)

Click **Save** after you enter your time.

Click **Next Day** to enter hours on another day.

Click **Previous Menu** to return to main timesheet

Do Not Change the Shift (It will always be 1)

Once all hours have been entered:

Click **Preview** to view all of pay period.

Personal Information Employee Finance

Search Go

SITE MAP HELP EXIT

Time and Leave Reporting

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

Time Sheet
Name: Student Commun Service Federal -- 995092-00
Title and Number: Reading Center -- 321200
Department and Number: Oct 01, 2019 to Oct 15, 2019
Time Sheet Period: Oct 17, 2019 by 11:59 PM
Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Tuesday Oct 01, 2019	Wednesday Oct 02, 2019	Thursday Oct 03, 2019	Friday Oct 04, 2019	Saturday Oct 05, 2019	Sunday Oct 06, 2019	Monday Oct 07, 2019
Federal Work Study	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Federal Work Study Comm Serv	1	0	24		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			24		4	4	4	4	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Previous Menu

Preview

Comments

Approve

Next

Submitted for Approval By:
Approved By:
Waiting for Approval From: Susan Lynne Suits

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View **all hours** entered – Click **Submit** if all information on Time Sheet is correct.

Personal Information Employee Finance

Search Go [SITE MAP](#) [HELP](#) [EXIT](#)

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: B01201463 Bobbie Jo Adams
Title: 992190-00 Student Federal Work Study

Department and Description: Z 150000 Office-Director of Athletics
Transaction Status: In Progress

[Previous Menu](#) **Submit** [Previous](#) [Next](#)

[Routing Queue](#) | [Account Distribution](#)

Time Sheet

Earnings	Shift	Special Rate	Total Hours	Total Units	Tuesday , Oct 01, 2019	Wednesday , Oct 02, 2019	Thursday , Oct 03, 2019	Friday , Oct 04, 2019	Saturday , Oct 05, 2019	Sunday , Oct 06, 2019	Monday , Oct 07, 2019	Tuesday , Oct 08, 2019	Wednesday , Oct 09, 2019	Thursday , Oct 10, 2019	Friday , Oct 11, 2019	Saturday , Oct 12, 2019	Sunday , Oct 13, 2019	Monday , Oct 14, 2019	Tuesday , Oct 15, 2019
Federal Work Study	1		16			1	4	2			1		1	4	2				1
Total Hours:			16			1	4	2			1		1	4	2				1
Total Units:				0															

Time In and Out

Earnings	Tuesday , Oct 01, 2019	Wednesday , Oct 02, 2019	Thursday , Oct 03, 2019	Friday , Oct 04, 2019	Saturday , Oct 05, 2019	Sunday , Oct 06, 2019	Monday , Oct 07, 2019	Tuesday , Oct 08, 2019	Wednesday , Oct 09, 2019	Thursday , Oct 10, 2019	Friday , Oct 11, 2019	Saturday , Oct 12, 2019	Sunday , Oct 13, 2019	Monday , Oct 14, 2019	Tuesday , Oct 15, 2019
Federal Work Study		12:00PM 01:00PM	12:00PM 04:00PM	12:00PM 02:00PM			12:00PM 01:00PM		12:00PM 01:00PM	12:00PM 04:00PM	12:00PM 02:00PM			12:00PM 01:00PM	

Pay Schedule

There are two pay cycles for student and part-time employees:

1. The 1st – 15th is paid on the last business day of the month.
 - a. Hours worked from 1/01/19 to 1/15/19 are paid on 1/31/19.
2. The 16th – end of the month is paid on the 15th of the following month.
 - a. Hours worked from 1/16/19 to 1/31/19 are paid on 2/15/19.