

# Student Web Time Entry Guide

Before you can begin this process you must have a *user name* and *password*. You will receive your user name and password from IT Services.

The Web Time Entry form absolutely must be completed and submitted by noon every other Monday of the pay period.

Late time sheets will be processed with the next payroll. Please refer to the Student Responsibilities form (available online under Student Employment) for further instructions.

**Note:** the back and forward buttons do not work well in my.whittier.edu. Every page on the time sheet has buttons like the ones below. Use these buttons to go from page to page.

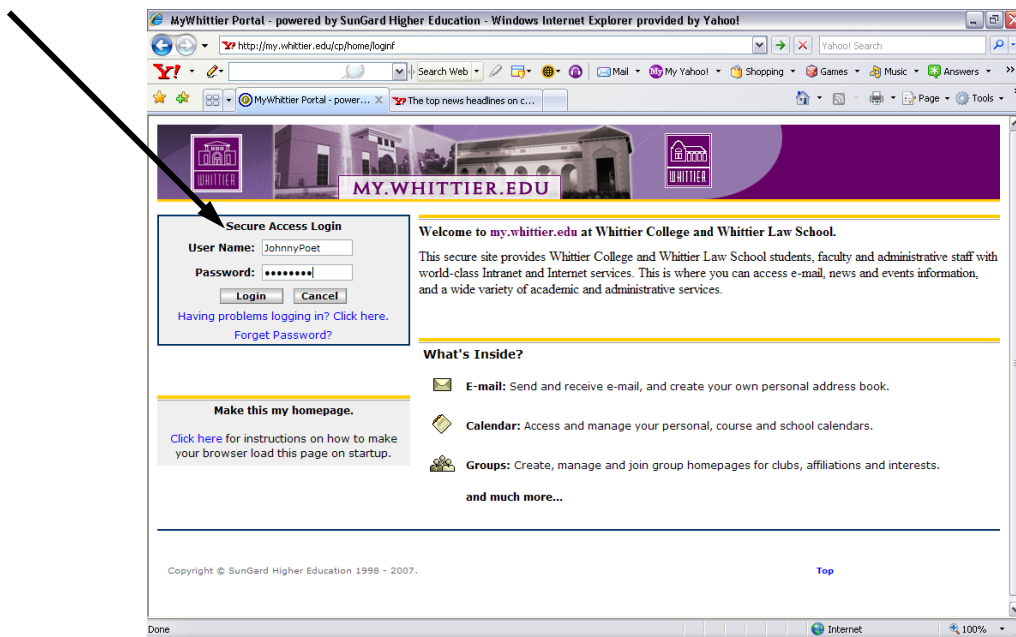
To begin log into: “My.whittier.edu”

A security message may pop-up, click “yes”

You will now see a screen that has a small box in the left hand corner that reads:

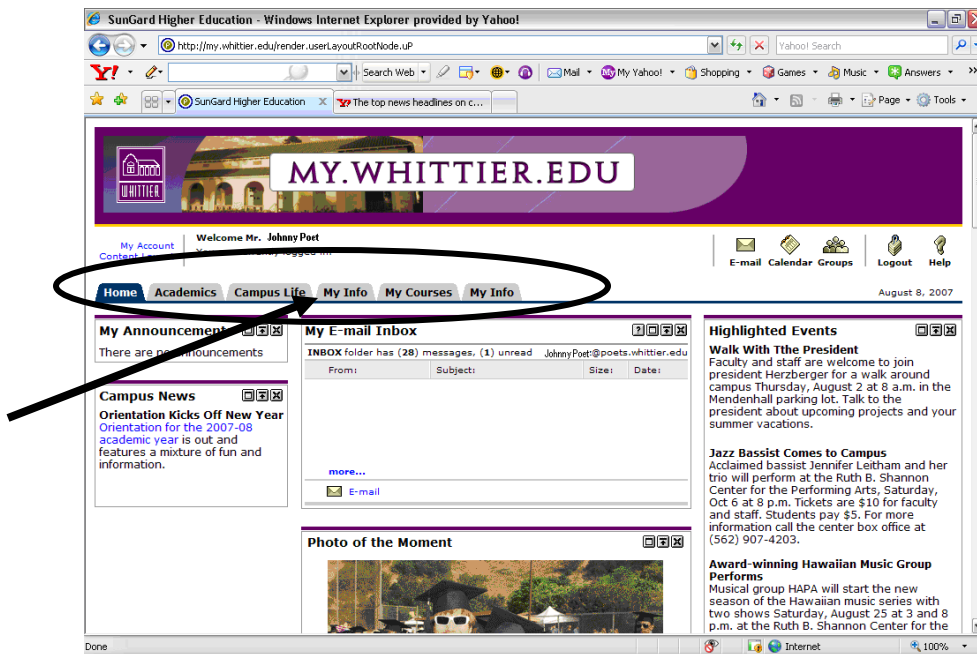
“Secure Access Login”

This is where you will enter your “username” and “password”, click login



Tabs will appear at the top of the page: Home, Academics, Campus Life, My Info, and My Courses.

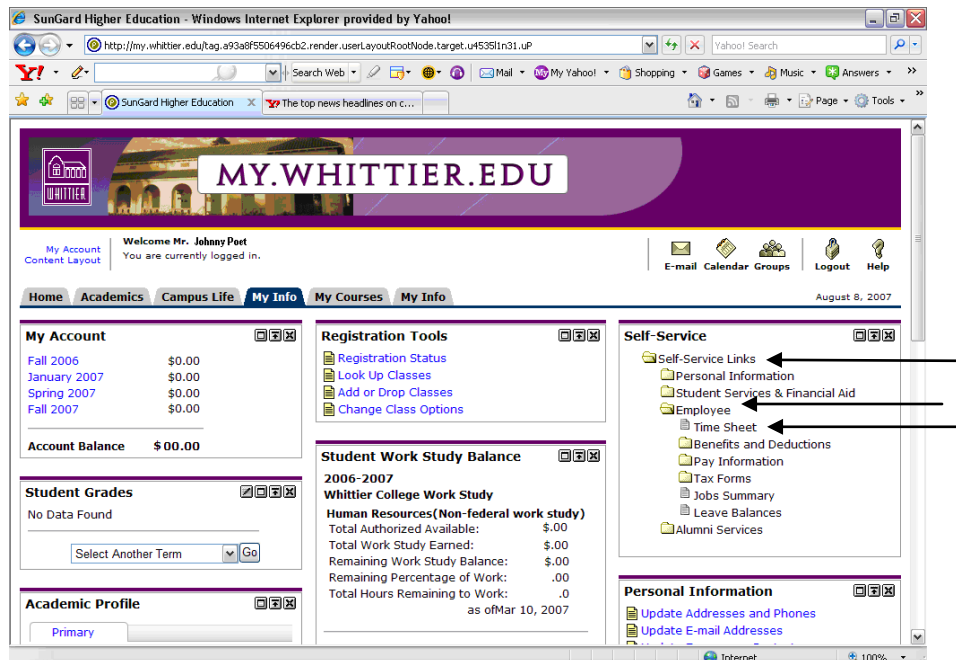
Click on “My Info” tab.



Select “Self-Service Links”

Select “Employee”

Click on “Timesheet”





Click on the link that says “Enter Hours” located directly under the day of which you have worked.

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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:** Exception or Summer -- ST0300-08  
**Department and Number:** Human Resources -- 1531  
**Time Sheet Period:** Aug 10, 2008 to Aug 23, 2008  
**Submit By Date:** Aug 25, 2008 by 12:00 P.M.

Earning	Shift Default Hours or Units	Total Hours	Total Units	Sunday Aug 10, 2008	Monday Aug 11, 2008	Tuesday Aug 12, 2008	Wednesday Aug 13, 2008	Thursday Aug 14, 2008	Friday Aug 15, 2008	Saturday Aug 16, 2008
Fall/Spring Pay - 1 Student	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay - 1 Student	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>				0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Submitted for Approval By:  
 Approved By:  
 Waiting for Approval From:  
 RELEASE: 7.2.1.1

Type in the hours you have worked in the given time slots and **save**.  
 Either return to your Timesheet to repeat the same process for other time entries,  
 or click on previous or next day to enter the completed hours. **If you are completely done filling out your timesheet, click on “Submit for Approval.”**

**Note: Time entry is done in 15 minute intervals (ex. 8:00, 8:15, 8:30, 8:45, 9:00)**

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Personal Information | Alumni Services | Student & Financial Aid | **Employee**

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**Time In and Out**

Enter time at 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:** Monday, Aug 11, 2008  
**Earnings Code:** Fall/Spring Pay - Student

Shift	Time In	Time Out	Total Hours
1	800 AM	1200 PM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0
1	AM	AM	0

Timesheet | Previous Day | Next Day  
 Add New Line | Save | Copy | Delete

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