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.

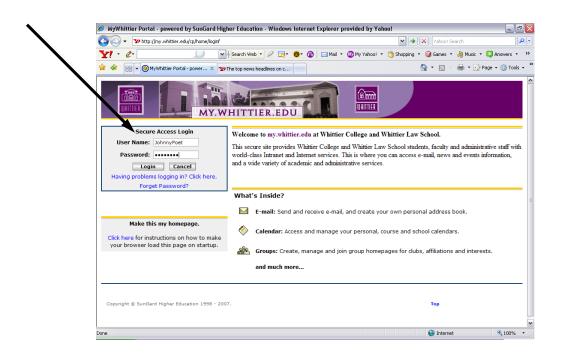
To begin log into: "My.whittier.edu"

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:

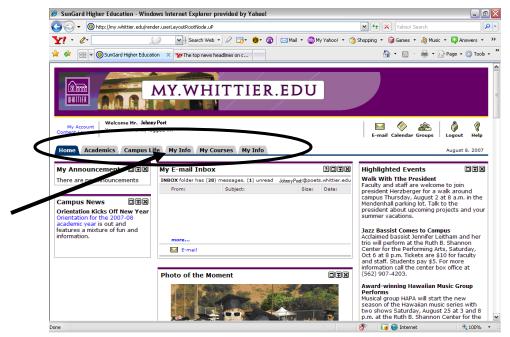
"Secure Access Login"

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"

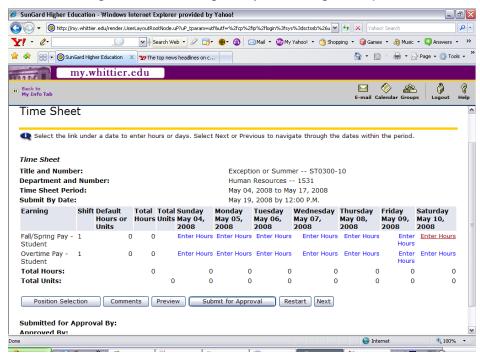
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If you have multiple jobs, please select the position for which you would like to enter your hours.

Then select the "Time Sheet" button on the bottom of the page.

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This will allow you to start entering your personal hours worked for that pay period. The following directions will guide you through this process.



Clink on the link that says "Enter Hours" located directly under the day of which you have worked.

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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."

