After acceptance to a student employment position, you will need to be diligent in tracking your student employment hours.

1) Click on “New Timesheet” under the Main Menu in the top left. You will be able to see how many hours you worked during the last two months.
2) Press functions (the watch) and enter the date worked (Month, Day, Year) and number of hours worked in (hours worked)
3) To review your timesheet press Function (timesheet) Click on add hours to add your working hours to the time sheet.
4) Once you have saved all your hours on each appropriate date, there is no need to take further action. Your timesheet will be processed after the last day of the month, provided your bank account information is accurate on your student profile.

**IMPORTANT NOTES TO REMEMBER**

1) Fill in timesheet on a daily basis!
   a. Do NOT wait until the last minute to go back and fill in all the dates for the past month.

2) Timesheets WILL NOT BE ACCESSIBLE FOR EDITING after the last day of the month.
   a. Again, you need to update your hours on a daily basis! Forgetting to do so after the month has ended is not an acceptable excuse and you will forfeit payment for timesheets not completed.

3) Bank account information must be up to date and accurate on your student profile.
   a. Students who do not have bank account information accurately entered will not receive payment.