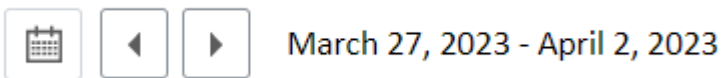


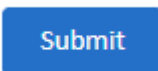
- c. In the *Time Reporting Code* (circled above in *red*) drop down:
 - i. If you are reporting time worked you will choose “Regular”, Students will choose “Student Pay”
 - ii. If you are using Vacation you will choose “VTE-Vacation Taken”
 - iii. If you are using Sick you will choose “STE- Sick Taken”
- d. **Note:** Student Workers are not eligible for sick or vacation time (paid time off). Only full Benefits Eligible employees accrue vacation and sick time. If you do not submit your timesheet by the payroll deadline you will have a paycheck delay in payment.
- e. To change the week to enter time, click on the arrows at the top left of the page:



- f. You now have the option to view your timesheet by pay period or by week. At the top right corner you can toggle between the two options.

*View By

6. Submit your Timesheet to route for approval.



- a. Once you submit, you will get confirmation at the top of the page in a green bar.