






1)

Employment · Employee · Employee Overview

Welcome to Employee Self-Service!

-  **Banking Information**
Here you can view and update your banking information.
-  **Time Entry**
Here you can fill out your timecards.
-  **Earnings Statements**
Here you can view your earnings statement history.
-  **Time History**
Here you can view your paid timecards.
-  **Current Benefits**
Here you can view all your current benefits.

2)

Employment · Employee · Time Entry

Time Entry

Once you click Time Entry all the weeks of the current pay period month will show up here. Then you will click on the week you want to enter hours.

Student Monthly

| | | | |
|---|-----------|---------------|---|
| 07/01/2020 - 07/04/2020 Due by: 8/6/2020 12:00 PM Total: 8.00 Hours | Submitted | Summer Intern | > |
| 07/05/2020 - 07/11/2020 Due by: 8/6/2020 12:00 PM Total: 19.00 Hours | Submitted | Summer Intern | > |
| 07/12/2020 - 07/18/2020 Due by: 8/6/2020 12:00 PM Total: 18.25 Hours | Submitted | Summer Intern | > |
| 07/19/2020 - 07/25/2020 Due by: 8/6/2020 12:00 PM Total: 23.00 Hours | | Summer Intern | > |
| 07/26/2020 - 07/31/2020 Due by: 8/6/2020 12:00 PM Total: 24.50 Hours | | Summer Intern | > |

3)

Employment · Employee · Time Entry

Pay Period 07/01/2020 - 07/31/2020

Week 07/19/2020 - 07/25/2020
23.00 Total hours

Once you click the week, you enter the hours you worked per day. If you have worked multiple shifts in a day click the plus button under the day and enter your 2nd shift.

FAID-INTSU-ST • Summer Intern
Eckart, Natasha N. • Financial Aid
23.00

| Earn Type | Sun 7/19 | Mon 7/20 | Tue 7/21 | Wed 7/22 | Thu 7/23 | Fri 7/24 | Sat 7/25 | Total |
|-----------------------|----------|----------|----------|----------|----------|----------|----------|-------|
| Summer | 00:00 AM | 8:30 AM | 11:00 AM | 8:30 AM | 11:00 AM | 8:30 AM | 00:00 AM | 23.00 |
| | 00:00 AM | 12:30 PM | 4:00 PM | 1:00 PM | 4:00 PM | 1:00 PM | 00:00 AM | |
| Position Total Hours: | 0.00 | 4.00 | 5.00 | 4.50 | 5.00 | 4.50 | 0.00 | 23.00 |

Comments Submit for Approval

4) After you make comments you click send and then once ready submit for approval

Employment · Employee · Time Entry

Pay Period 07/01/2020 - 07/31/2020

Week 07/19/2020 - 07/25/2020
23.00 Total hours

FAID-INTSU-ST • Summer Intern
Eckart, Natasha N. • Financial Aid
23.00

Comments

Summer Intern

This is where you can comment to your supervisor.

Send

Submit for Approval