Entering Time: View, Enter, and Submit Time

Student Employees

Transform your **workday** U

This tip sheet does <u>not</u> apply to Kronos users!

Student Employees!

When entering or editing time on the timecard, student employees must verify the correct *Position* and *Time Type* to ensure the correct payment and accounting of hours:

Position	Time Type
Non-Federal Work Study or non-sponsored funded Lead Work Miami	**Student Assistant Non-FWS (In/Out)**
Federal Work Study *(Incl. Lead Miami Commitment – Federal Work Study)*	**Federal Work Student (In/Out)**
Lead Miami Commitment Program Sponsored	**Lead Miami Sponsored (In/Out)**

In the *Position* field, student employees must make the correct selection, otherwise they will receive an error message. The *Position* **cannot** be: "*Student Assistant - Bi-Weekly Stipend"* or "*Student Position"* (*Monthly* or *Bi-Weekly).*

Clocking In

From the Workday *Home* page:

1. Click the **Time** worklet
2. Click **Check In**
3. If applicable, click ⌄ to select *Position*

Note (1): Student employees <u>must</u> complete this field and select a *Position.*

4. Select the correct *Time Type*

Note (2): Student employees <u>must</u> select the correct *Time Type* from:

- **Student Assistant Non-FWS (In/Out)**
- **Federal Work Study (In/Out)**
- **Lead Miami Sponsored (In/Out)**

5. Click **OK** and then click **Done**

6. Under *Time Clock*, this icon ✅ will appear, indicating that you are *Checked In*

Clocking Out

From the Workday *Home* page:

1. Click the **Time** worklet
2. Click **Check Out**
3. *Reason:* Select **Out**
4. Click **OK**
5. If submitting the timecard for the week, click **View My Calendar**. Otherwise, click **Done**
6. Under *Time Clock*, this icon 🚫 will appear, indicating that you are *Checked Out*

Viewing and Submitting Timecard

Timecards must be submitted <u>every Wednesday</u> at the end of your work shift, to ensure on-time payment.

From the Workday *Home* page:

1. Click the **Time** worklet
2. Click **This Week** under *Enter Time*
3. Review your timecard and click **Submit**
4. Review details and click **Submit**

Note (3): When viewing timecards, each time block will indicate to which position the time is being charged.

View the current Biweekly Pay Schedule for time tracking approval and pay dates.