

Instructions for Entering *Administrative-Other* Time for Student Employees

Add Time Clock Event

1. Next to the employee's name, click >  Time and Leave > Enter Time
2. Click OK
3. Select a past or future date
4. Select a time. The time entry box will appear.
5. First select the correct **Position** (DO NOT select the shell position-*Student Position-Biweekly*)
5. Then select **Time Type: *Administrative-Other***
6. Enter the total amount of hours for the day
7. Click OK