Ask Wally for Student Employees

After logging in successfully and clicking on the Employees button, students will see an "Employees" menu that looks like:

Filling Out Your Time Sheet (Student Employees)

Note: You cannot work nor be paid until you have been assigned to a position and have filled out all your paperwork in the Business Office.

To fill out your time sheet, click the "Time entry" link on the "Employees" menu. A list of your current positions will be displayed. You may have only one position or several, but you can choose only one at a time to enter hours worked. Be very careful to enter your hours worked on the correct position and for the correct pay period. Once you have completed your time sheet and "signed" it by clicking the signature box, that position will no longer show up in the list of positions.

Note that on the Sunday which begins a new pay period, you may see each position listed twice, once for the pay period that ended on Saturday and once for the pay period that begins on Sunday. Be careful to choose the correct position when you enter hours.

Complete and "sign" your time sheet before this date and time.

Click one of the boxes to choose the position for which to enter time worked, and then click "Submit".

Click for a helpful explanation.
**Time Entry**

Note: Enter Time In and Time Out with AM or PM.

If you don’t put in “AM” or “PM,” strange results may occur.

Complete and “sign” your timesheet by this date and time.

Don’t use these columns!

Don’t forget to click this when you’ve made changes.

Click here for a helpful explanation.

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**Leave Type** | **Leave Balance**
---|---
**Not Applicable** | **Not Applicable**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time In</th>
<th>Time Out</th>
<th>Annual Leave Hours</th>
<th>Sick Hours</th>
<th>Other Time Hours</th>
<th>Other Time Types</th>
<th>Insert Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/17/06</td>
<td>Sunday</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6/18/06</td>
<td>Monday</td>
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<td></td>
</tr>
<tr>
<td>6/19/06</td>
<td>Tuesday</td>
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<td></td>
</tr>
<tr>
<td>6/20/06</td>
<td>Wednesday</td>
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</tr>
<tr>
<td>6/21/06</td>
<td>Thursday</td>
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</tr>
<tr>
<td>6/22/06</td>
<td>Friday</td>
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</tr>
<tr>
<td>6/23/06</td>
<td>Saturday</td>
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<td></td>
</tr>
<tr>
<td>6/24/06</td>
<td>Sunday</td>
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</tr>
</tbody>
</table>

Checking this box becomes your electronic signature acknowledging your submitted times as accurate and ready for supervisor approval.

Check this box to “sign” your time sheet when you have entered all your hours for the pay period.

**Supervisor Decision**

**Pending Approval**

**Supervisor Comments**

**Supervisor Email Address** supervis@wabash.edu

Click here for a helpful explanation.

Don’t check this box!

Don’t use these columns!

Click one of these boxes if you need more than two lines to enter hours for one day.

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**Supervisor**

Sam Supervisor

supervis@wabash.edu