

Self Service

Student Employee Time Entry

FWS student employees enter time weekly, either total number of hours per day or time in and out.

After the time is entered for the week, submit for approval.

At the top, click the right arrow to go to the next week.

The screenshot shows a web browser window displaying the 'Time Sheet' for a student employee. The browser address bar shows the URL: <https://selfservice.cccct.edu/Student/TimeManagement/TimeSheet#:~:04/06/2020&w=04/12/2020&p=P7&apps=04/01/2020&ppr=04/30/2020>. The page title is 'WebAdvisor for Employees' and the current page is 'Time Sheet - CCCCT Self Ser...'. The main content area shows the 'Pay Period 04/01/2020 - 04/30/2020' and 'All Time Sheets'. The current week is 'Week 04/06/2020 - 04/12/2020' with '24.00 Total hours'. The user is identified as 'PURC-AGT-PPC01 • P/T Purchasing Agent, Business Department' with 'Penley, Rashelle N. • Business Office • Caldwell' and '24.00' hours. The time entry table is as follows:

Earn Type	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11	Sun 4/12	Total
Regular Part-Time	<input type="text"/>	8.00	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	16.00
Emergency Leave	8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	8.00
Remove Emergency Leave								
Position Total Hours:	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00

At the bottom of the table, there are buttons for 'Comments' and 'Submit for Approval'. Below the table is a 'Weekly Totals' section with the following data:

Daily Total Hours:	Mon 4/6	Tue 4/7	Wed 4/8	Thu 4/9	Fri 4/10	Sat 4/11	Sun 4/12	Total
Daily Total Hours:	8.00	8.00	8.00	0.00	0.00	0.00	0.00	24.00