Enter Student Time (HUSEP/FWS/FWSOC)

1. Begin by navigating to the timesheet. Click the **Manager Self Service** link.

2. Remember you can navigate from the left-hand menu or use the menu page that appears on the desktop. Click the **Time Management** link.

3. Click the **Report Time** link.

4. Click the **Timesheet** link.

5. The *Timesheet Summary* page appears. The first thing you must do is change the date to the first day of the pay period. Click the **Choose a date** button.

6. Click an entry in the list. Verify or enter the correct month. Choose: **May**

7. Click the desired date. Choose: **27**

8. Click the **Refresh** button.

9. You can select a group from the Group ID list. Students are found in the *FWS* or *HUSEP* groups. Click the **Look up Group ID** button.

10. Click the **Search Results** table. Choose: **FWS**

11. **Note:** To narrow the search to a specific student, you can use the *Last Name, First Name* or *EmplID* fields. Enter the desired information into the *Last Name* field. Enter a valid value e.g. "Bailey".

12. Click the **Get Employees** button.
13. When the search results will display, click the **Name** link.

14. The timesheet for the employee appears. Remember to change the date to update the timesheet dates. Click the **Choose a date** button.

15. Use the calendar fields to adjust the year and month as needed. Click the date that corresponds to the first day of the pay period for which you are reporting.

16. Click the **Refresh** button to display the correct date on the timesheet.

17. Begin by entering Adrienne's regular hours. Enter the 4 hours worked on May 28. Enter the desired information into the field. Enter a valid value e.g. "4".

18. Enter the 6 hours worked on May 30. Enter the desired information into the field. Enter a valid value e.g. "6".

19. Enter the 8 hours worked on May 31. Enter the desired information into the field. Enter a valid value e.g. "8".

20. Select the Time Reporting Code for the regular hours taken. Click the **Time Reporting Code** dropdown button to activate the menu.

21. Click the **REG - Regular** option.

22. Submit the time for the first week. Click the **Submit** button.

23. Click the **OK** button.

24. Now enter the time for the second week of the pay period. Click the **Next Week >>** link.  
*Note: if you narrow your search on the Search page, by adding a last name or first name, the **Next Employee >>** link will not display.*

25. Enter the 4 hours she worked on June 4. Enter the desired information into the field. Enter a valid value e.g. "4".

26. Enter the 4 hours she worked on June 5. Enter the desired information into the field. Enter a valid value e.g. "4".

27. Enter the 4 hours she worked on June 6. Enter the desired information into the field. Enter a valid value e.g. "4".
28. Enter the 4 hours she worked on June 7.
   Enter the desired information into the field. Enter a valid value e.g. "4".

29. Enter the 4 hours she worked on June 8.
   Enter the desired information into the field. Enter a valid value e.g. "4".

30. Select the Time Reporting Code for the hours taken.
    Click the Time Reporting Code dropdown button to activate the menu.

31. Click REG - Regular

32. You have completed the time entry for this week.
    Click the Submit button.

33. Click the OK button.

34. Click the Return to Select Employee link.

35. You are now ready to process time for another student. This student, Ms. Oki, is a HUSEP student.
    Enter the desired information into the Group ID field. Enter a valid value e.g. "HUSEP".

36. Enter the desired information into the Last Name field. Enter a valid value e.g. "Oki".

37. Click the Get Employees button.

38. Click the Name link.

39. Always remember to change the date to set up the Timesheet for the current pay period. The date entered here is the first date of the pay period.
    Click the Choose a date button.

40. Select the year and month and then click the date that corresponds to the first day of the reporting period.

41. You must refresh the timesheet page to see the correct dates.
    Click the Refresh button.

42. Enter the 4 hours worked on May 28.
    Enter the desired information into the field. Enter a valid value e.g. "4".

43. Enter the 4 hours worked on May 29.
    Enter the desired information into the field. Enter a valid value e.g. "4".
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td><strong>44.</strong></td>
<td>Enter the 4 hours worked on May 30. Enter the desired information into the field. Enter a valid value e.g. &quot;4&quot;.</td>
</tr>
<tr>
<td><strong>45.</strong></td>
<td>Enter the 4 hours worked on May 31. Enter the desired information into the field. Enter a valid value e.g. &quot;4&quot;.</td>
</tr>
<tr>
<td><strong>46.</strong></td>
<td>Enter the 4 hours worked on June 1. Enter the desired information into the field. Enter a valid value e.g. &quot;4&quot;.</td>
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<tr>
<td><strong>47.</strong></td>
<td>Select the Time Reporting Code for Regular hours taken. Click the <strong>Time Reporting Code</strong> dropdown button to activate the menu.</td>
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<tr>
<td><strong>48.</strong></td>
<td>Click SEPT - HUSEP Taken.</td>
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<tr>
<td><strong>49.</strong></td>
<td>Time entry is complete for the first week and ready to submit. Click the <strong>Submit</strong> button.</td>
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<td><strong>50.</strong></td>
<td>Click the <strong>OK</strong> button.</td>
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<tr>
<td><strong>51.</strong></td>
<td>You are now ready to enter time for the second week. Click the <strong>Next Week &gt;&gt;</strong> link.</td>
</tr>
<tr>
<td><strong>52.</strong></td>
<td>Enter the Regular time on the first line. In this example, enter the 4 hours that the student worked on Monday, June 4. Enter the desired information into the field. Enter a valid value e.g. &quot;4&quot;.</td>
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<tr>
<td><strong>53.</strong></td>
<td>Select the appropriate Time Reporting Code. Click the <strong>Time Reporting Code</strong> list.</td>
</tr>
<tr>
<td><strong>54.</strong></td>
<td>Select the code for <strong>REG-Regular</strong>. In this exercise, the additional days that the student worked have already been entered.</td>
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<tr>
<td><strong>55.</strong></td>
<td>Submit the time for the second week. Click the <strong>Submit</strong> button.</td>
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<tr>
<td><strong>56.</strong></td>
<td>Click the <strong>OK</strong> button.</td>
</tr>
<tr>
<td><strong>57.</strong></td>
<td>Return to the <strong>Select Employee</strong> page to enter hours for additional personnel. Click the <strong>Return to Select Employee</strong> link.</td>
</tr>
<tr>
<td>58.</td>
<td>Click the <strong>Home</strong> link to return to the <em>Home</em> page.</td>
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<tr>
<td>59.</td>
<td>Congratulations! You have successfully completed the process to enter time for a student. <strong>End of Procedure.</strong></td>
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