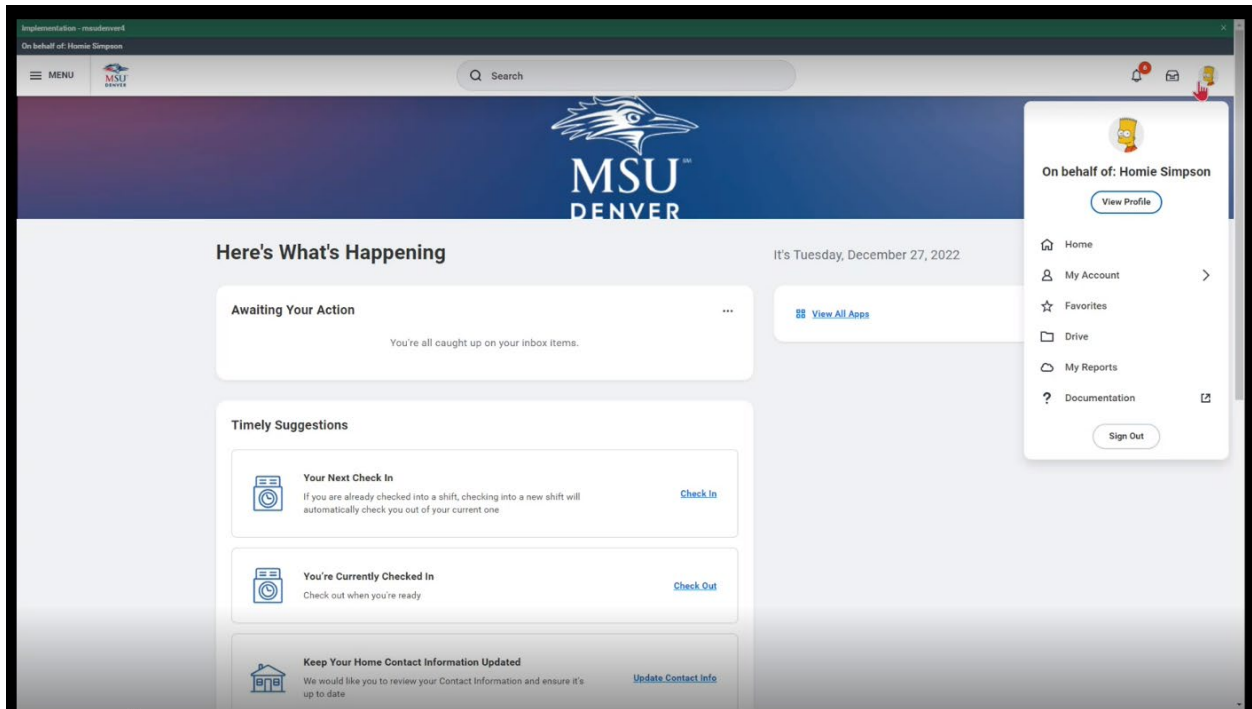
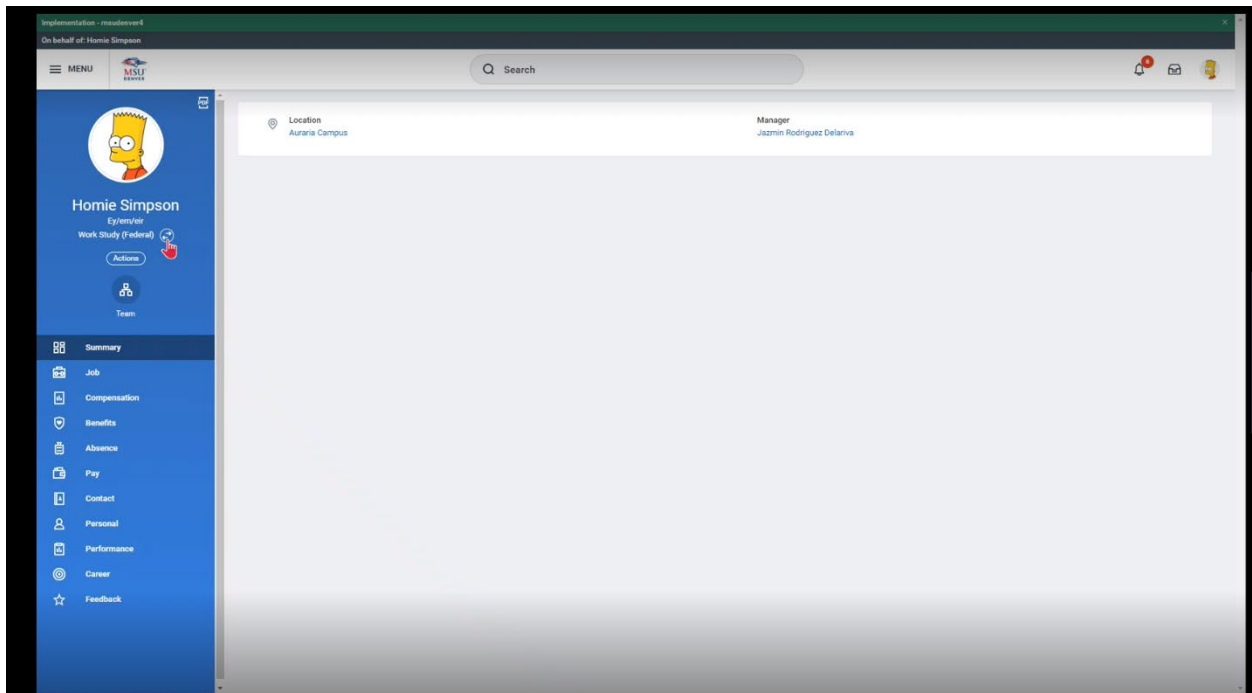


# HOW TO ENTER STUDENT TIME AND SUBMIT TIMESHEET

Select Worker Profile

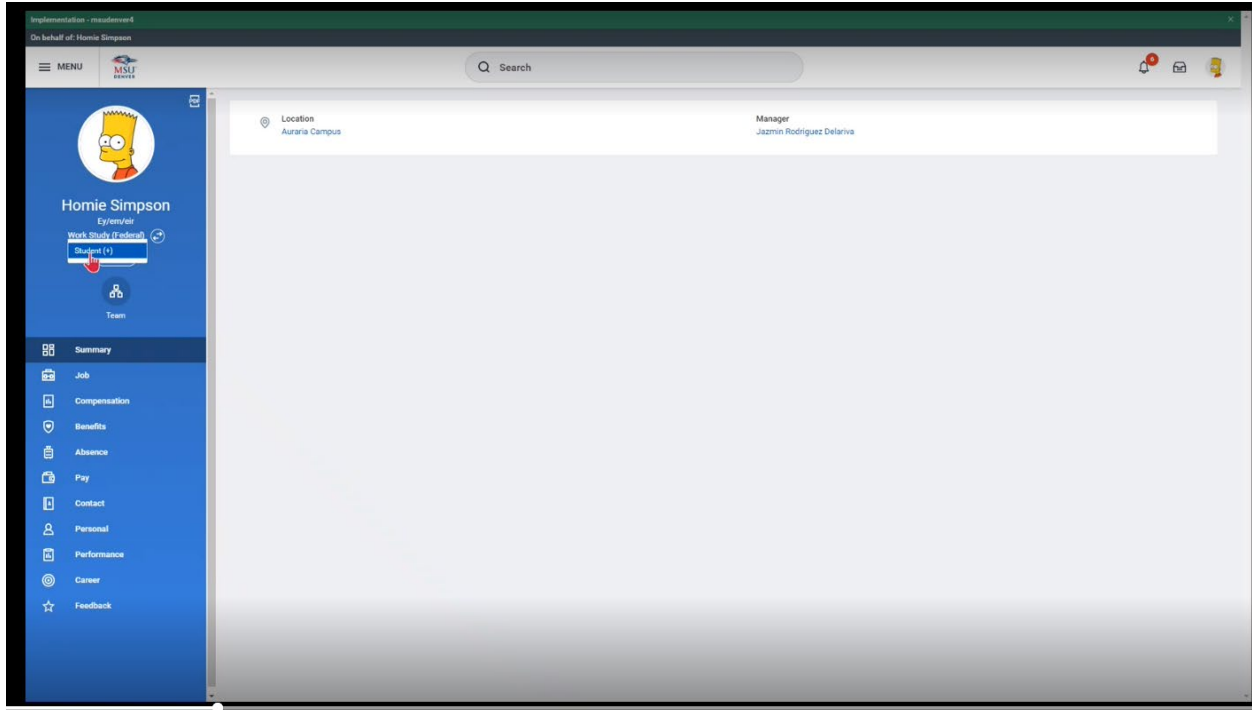


Click the circle icon

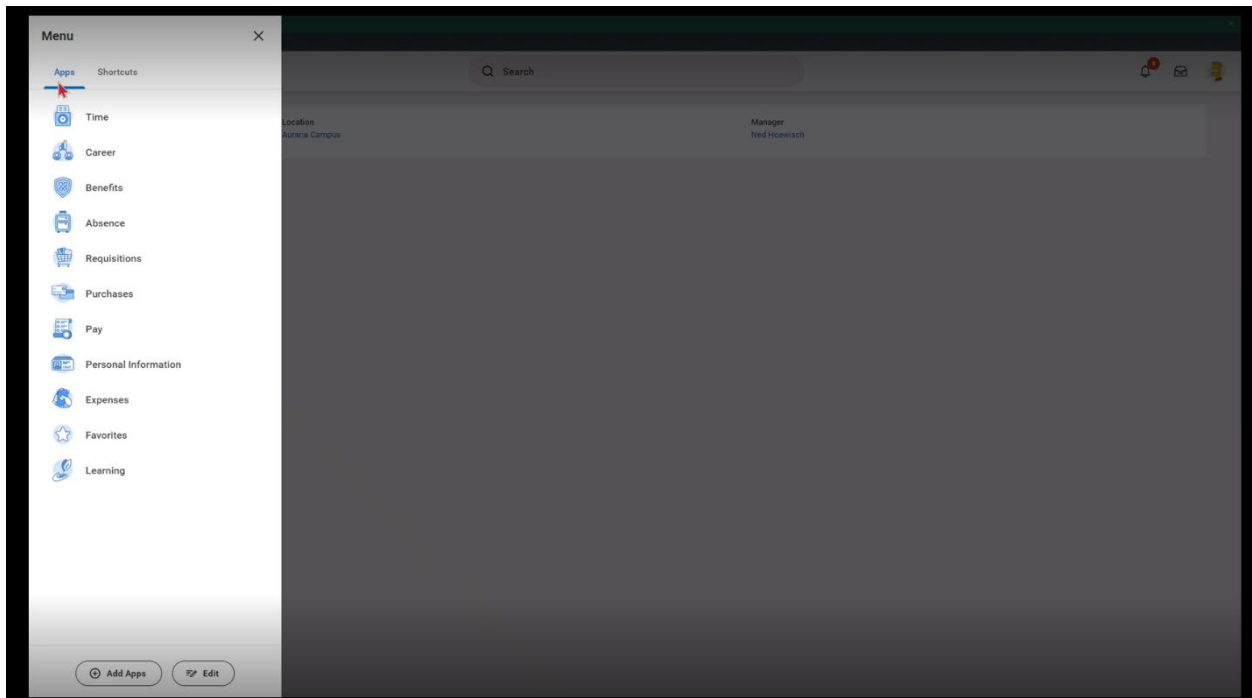


Chose the Position you will be entering time for

## HOW TO ENTER STUDENT TIME AND SUBMIT TIMESHEET

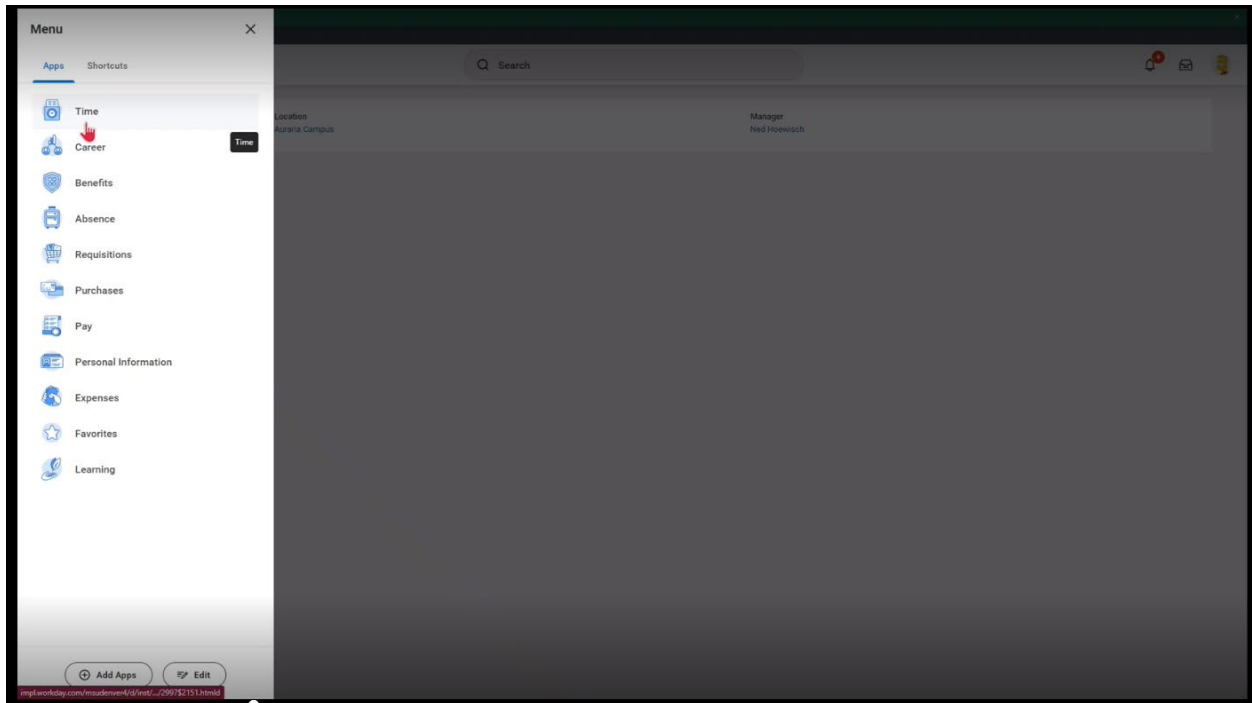


Click on Global Navigation Menu

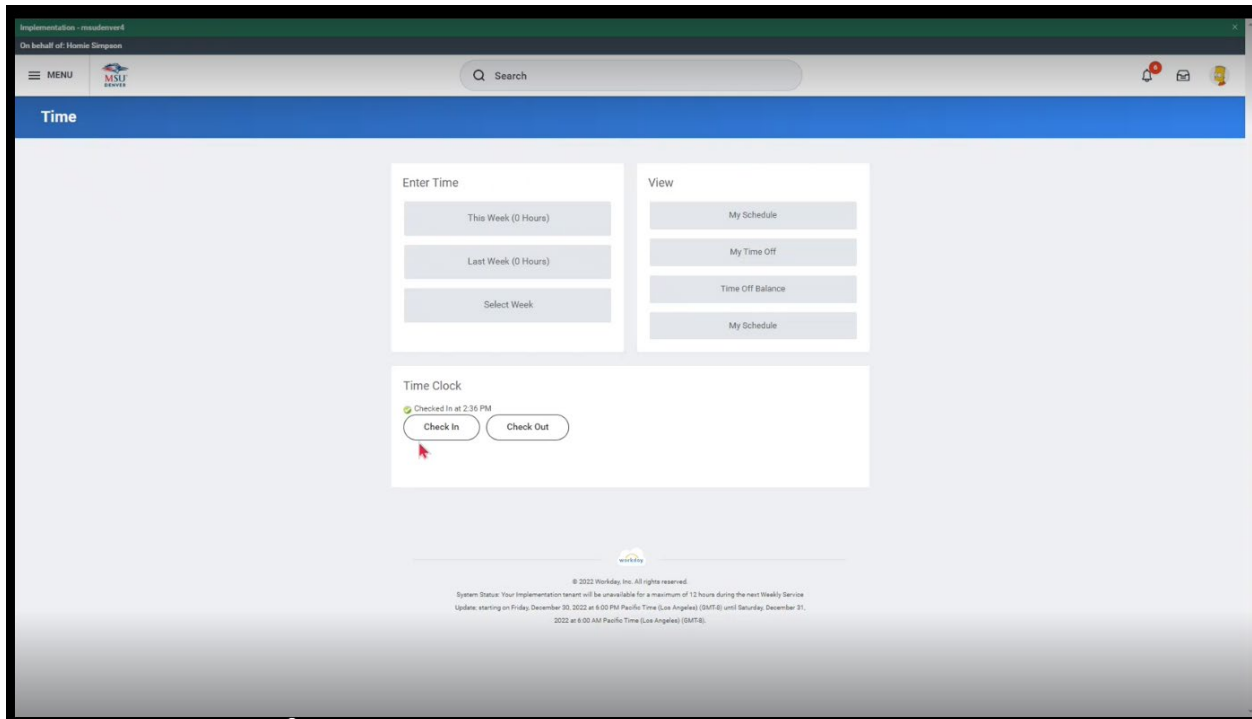


Select the Time Application (if you do not have this in your menu go to the bottom of this screen and click add apps)

# HOW TO ENTER STUDENT TIME AND SUBMIT TIMESHEET

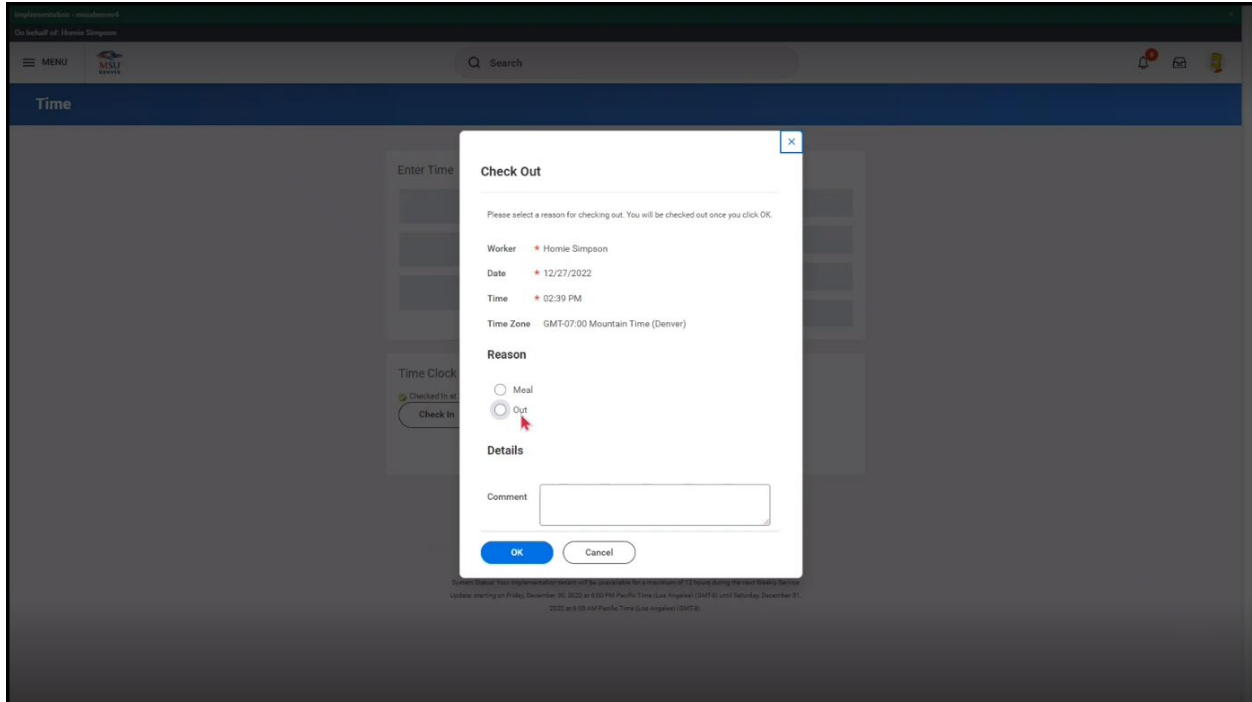


Go to Time Clock

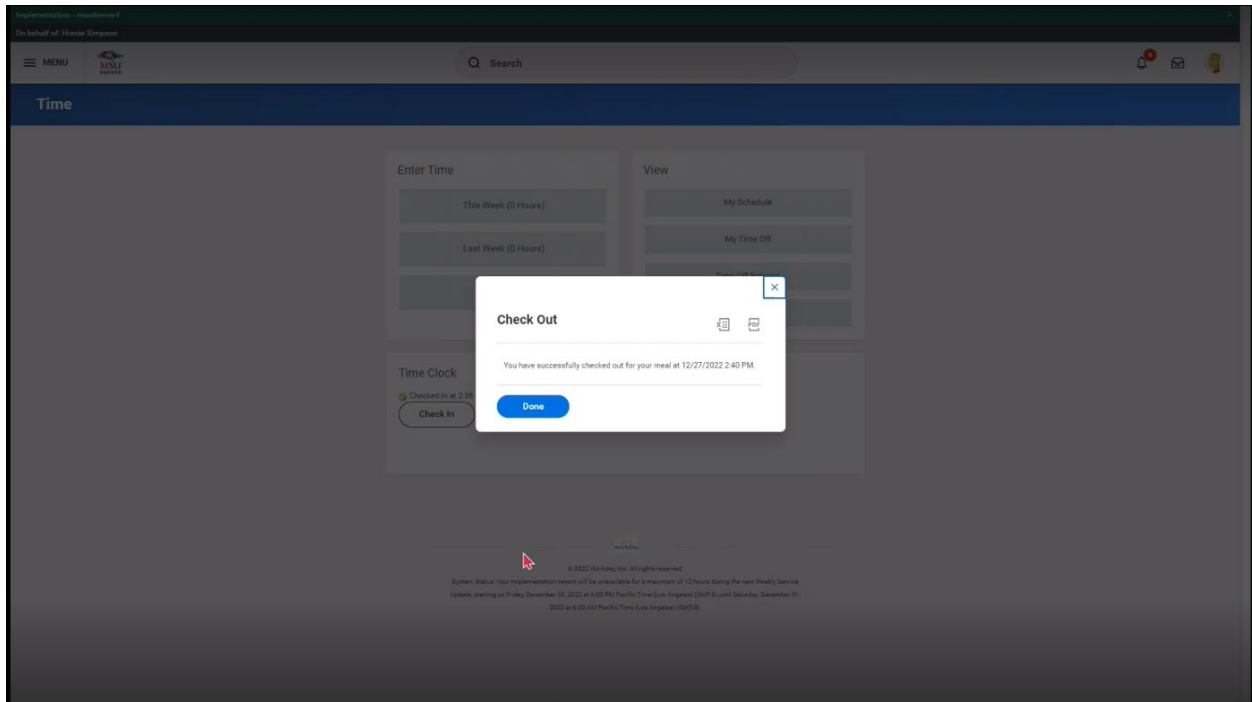


Click Check in (If the system shows you currently check in you will select check out) If you are leaving for a break you click the Reason Meal, if you are leaving you click the Reason Out.

# HOW TO ENTER STUDENT TIME AND SUBMIT TIMESHEET

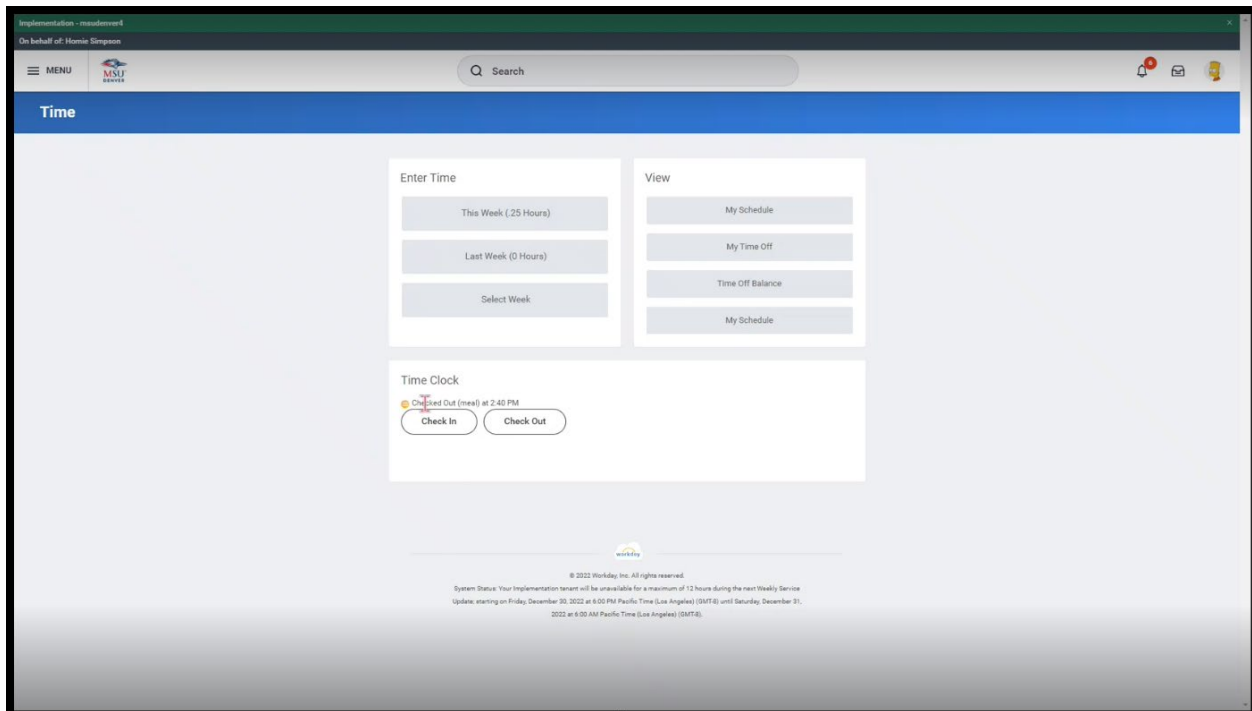


Make your selection and click OK and then click done.

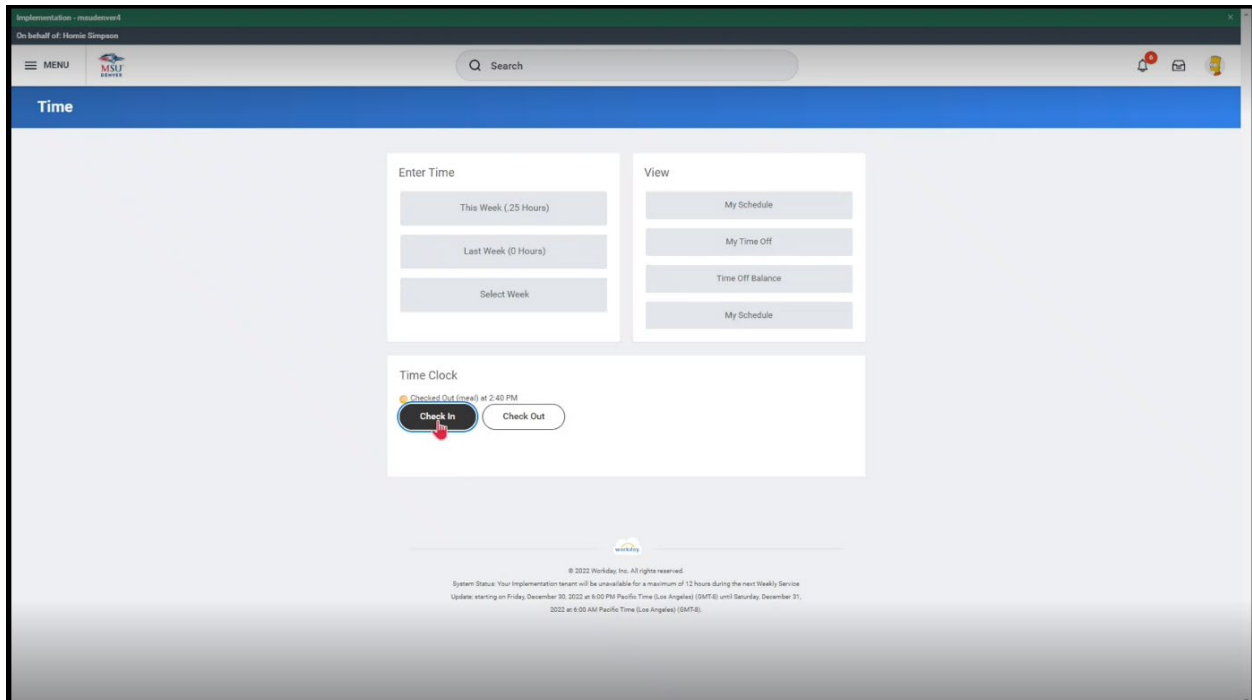


Your time clock should show you checked out.

# HOW TO ENTER STUDENT TIME AND SUBMIT TIMESHEET

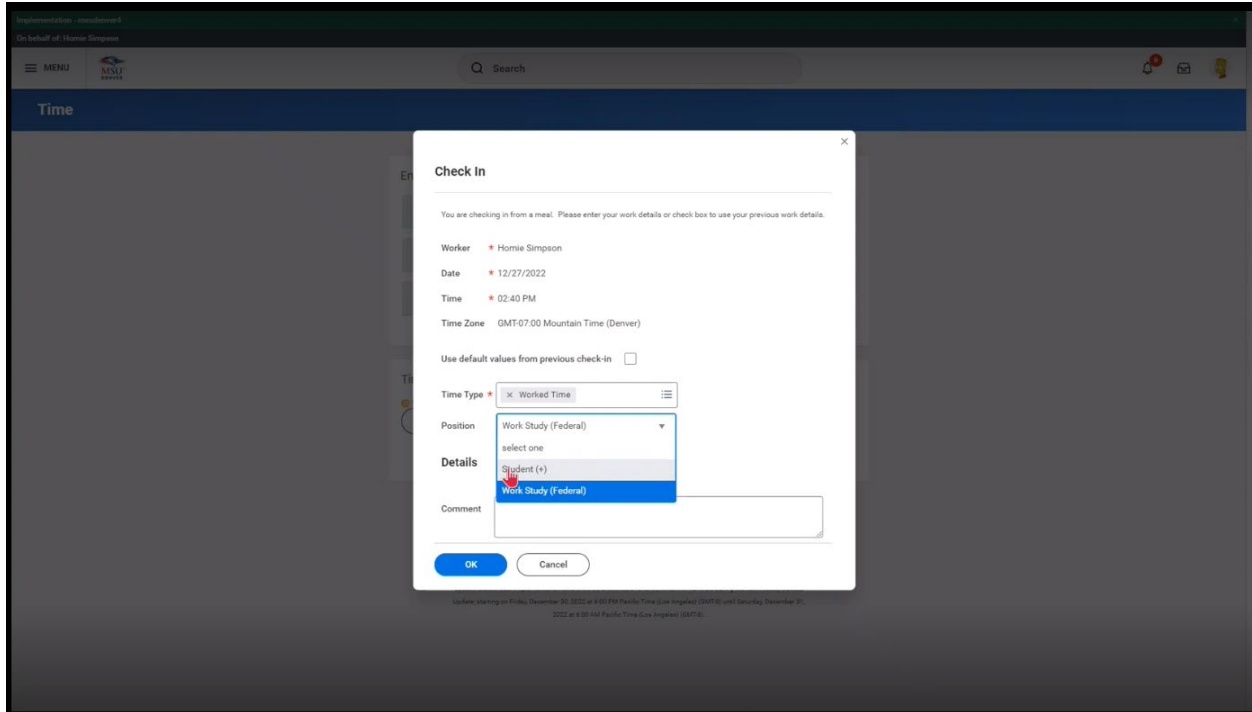


When you return to work you must check in

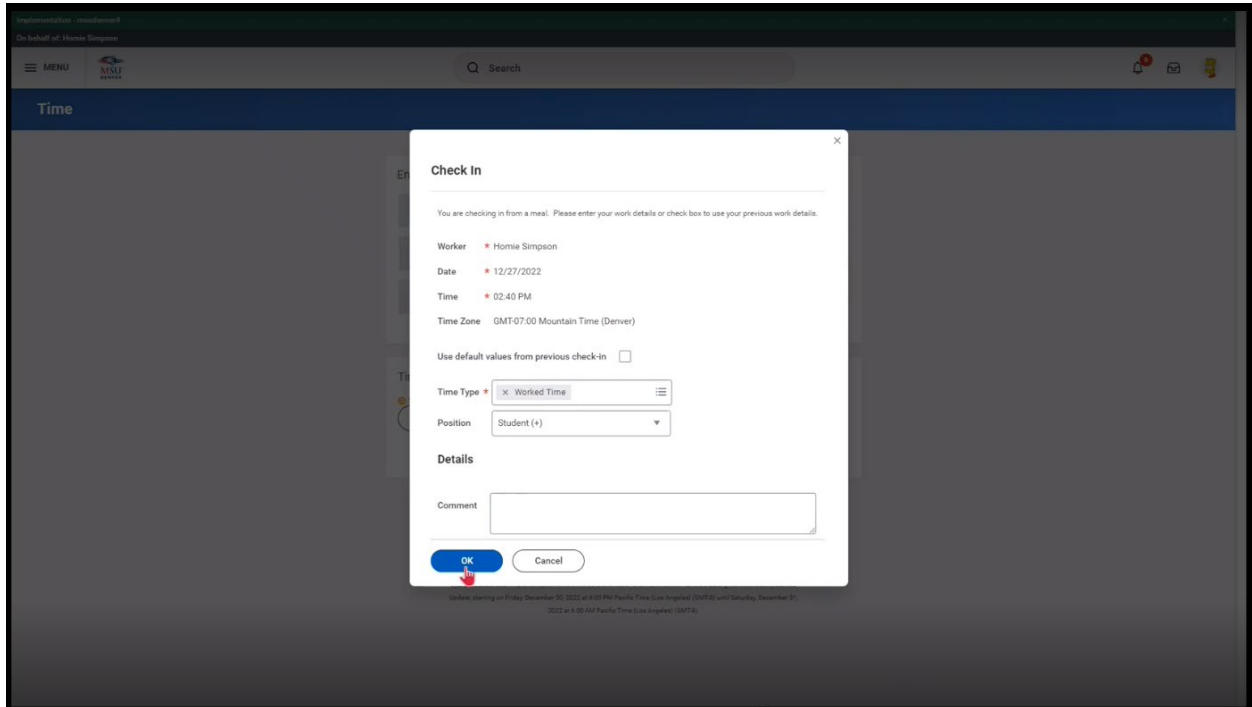


You must Choose your position

# HOW TO ENTER STUDENT TIME AND SUBMIT TIMESHEET

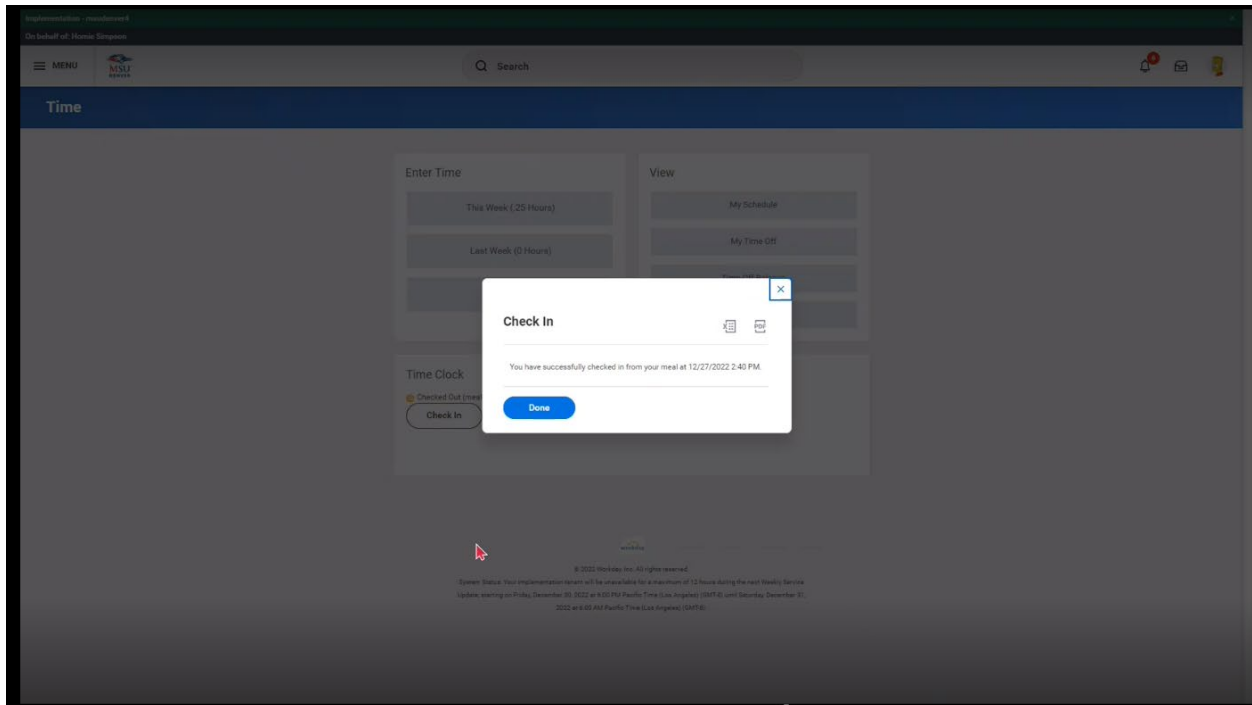


Click Ok

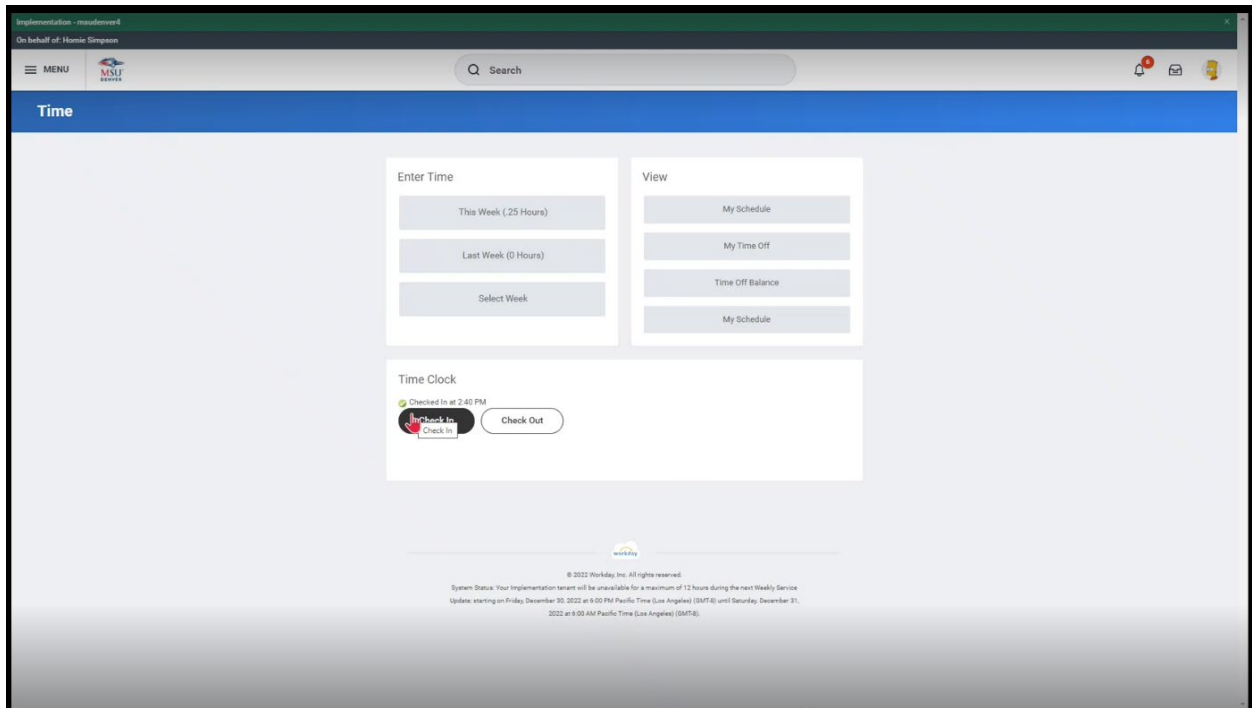


Click Done

# HOW TO ENTER STUDENT TIME AND SUBMIT TIMESHEET



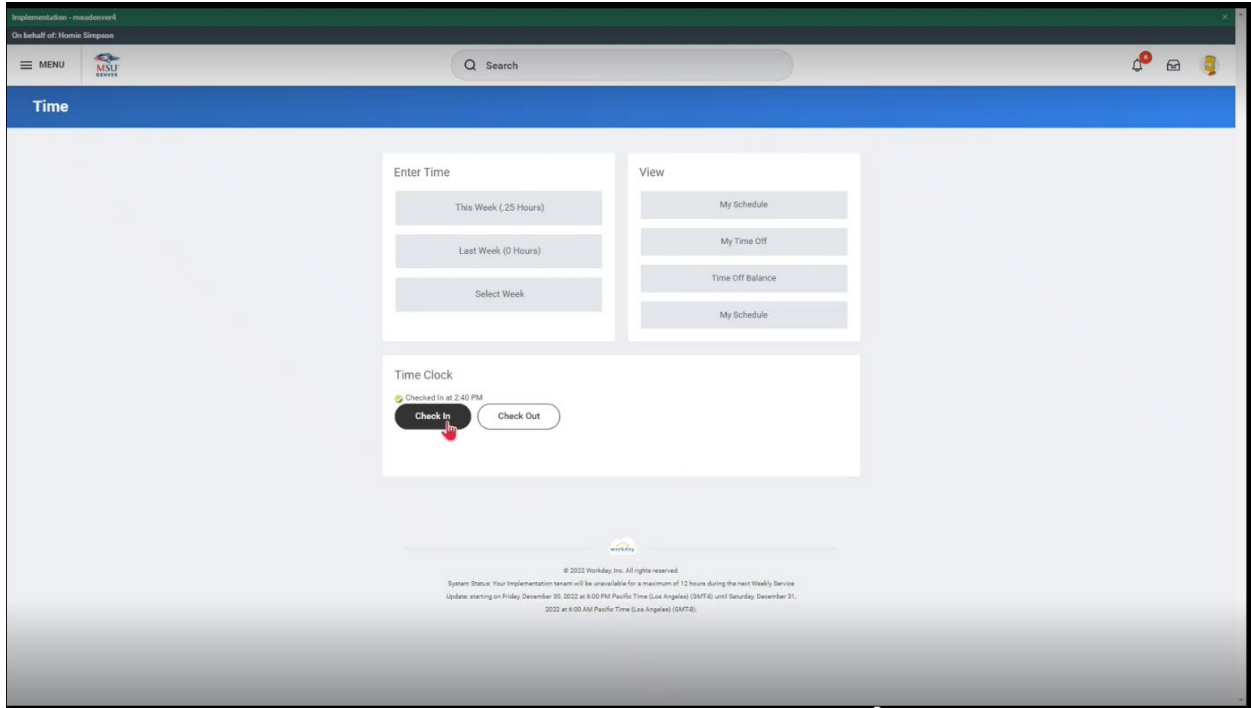
Your screen should show you checked in.



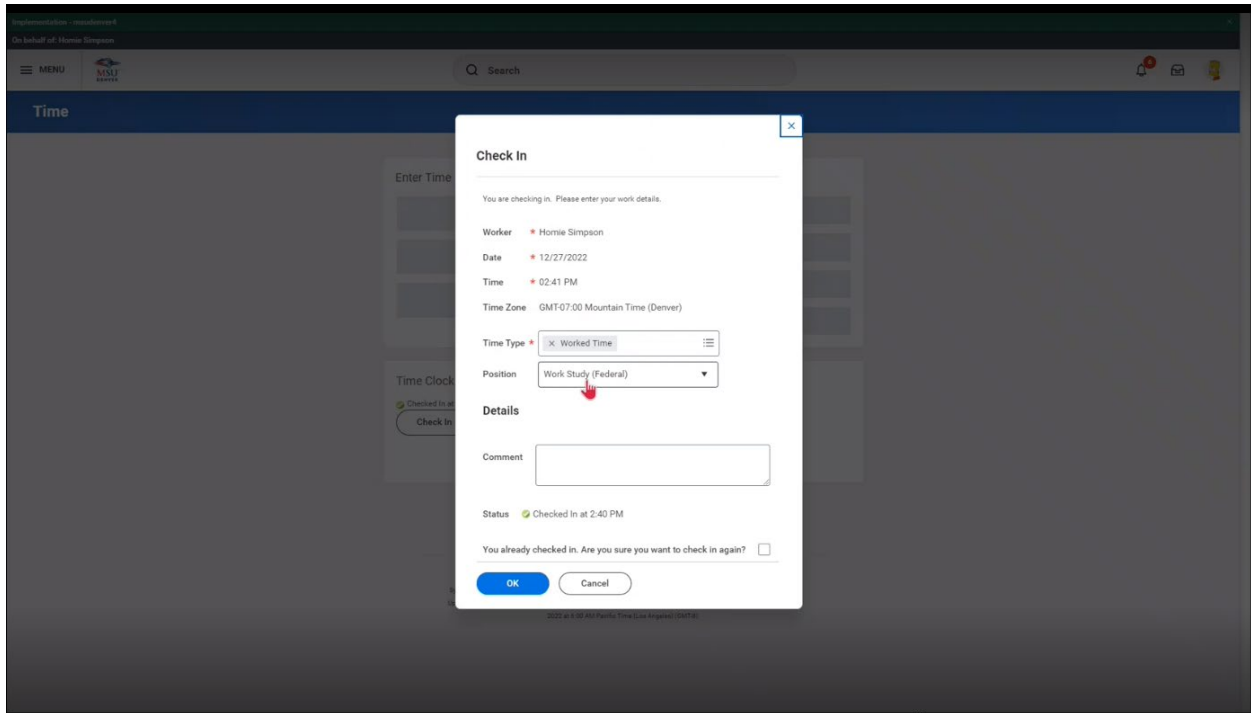
**If you have a split assignment**

Click the check in

# HOW TO ENTER STUDENT TIME AND SUBMIT TIMESHEET



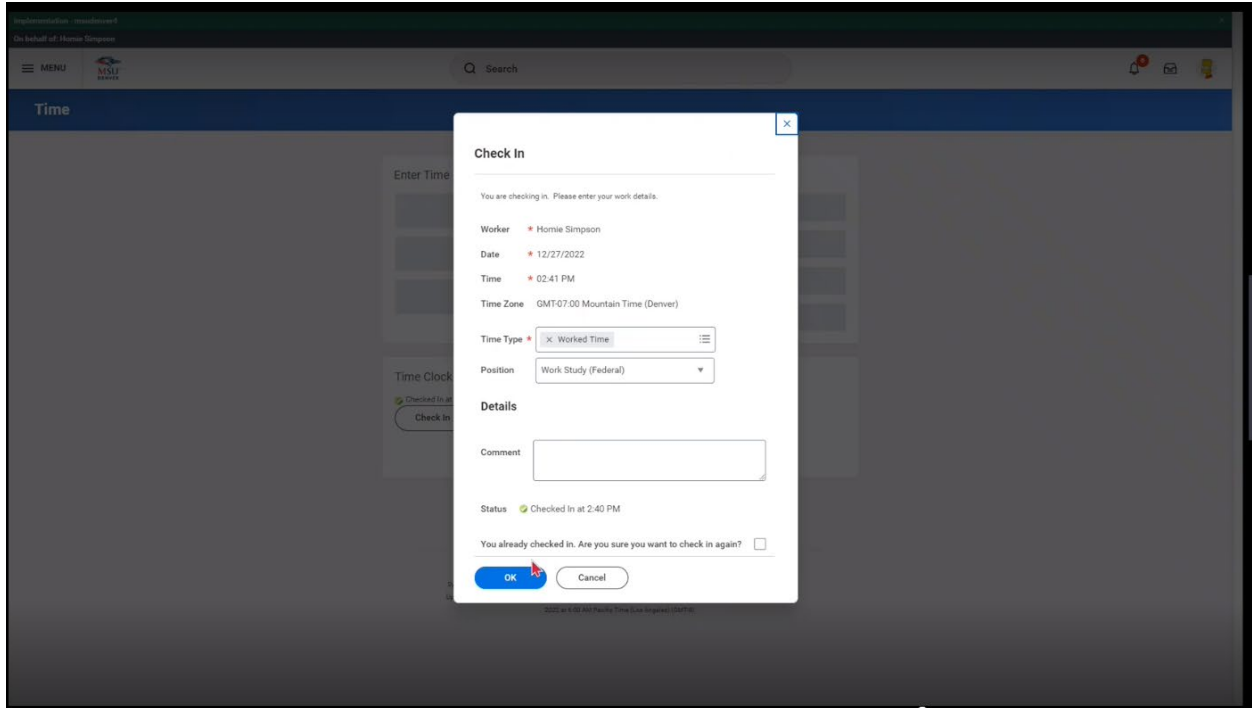
Click the correct position



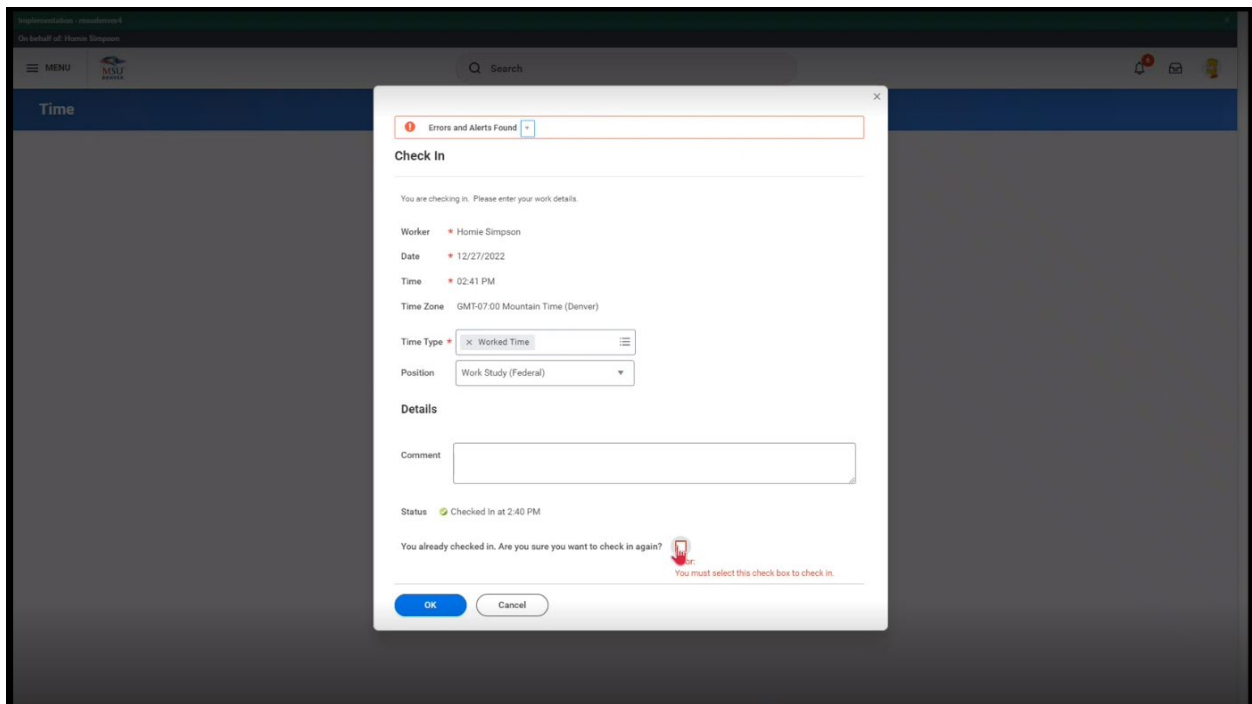
Click OK



# HOW TO ENTER STUDENT TIME AND SUBMIT TIMESHEET

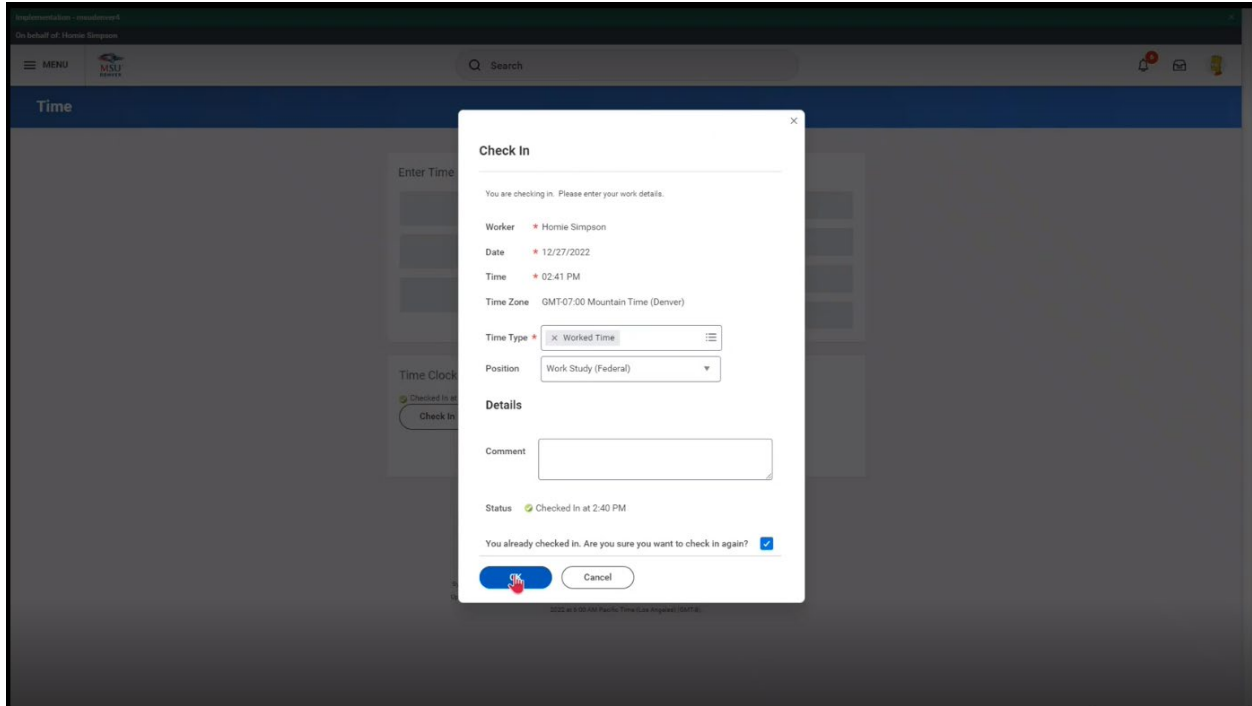


You will get this error screen, which will allow you to change positions. Click the box you are already checked in. Are you sure you want to check in again?

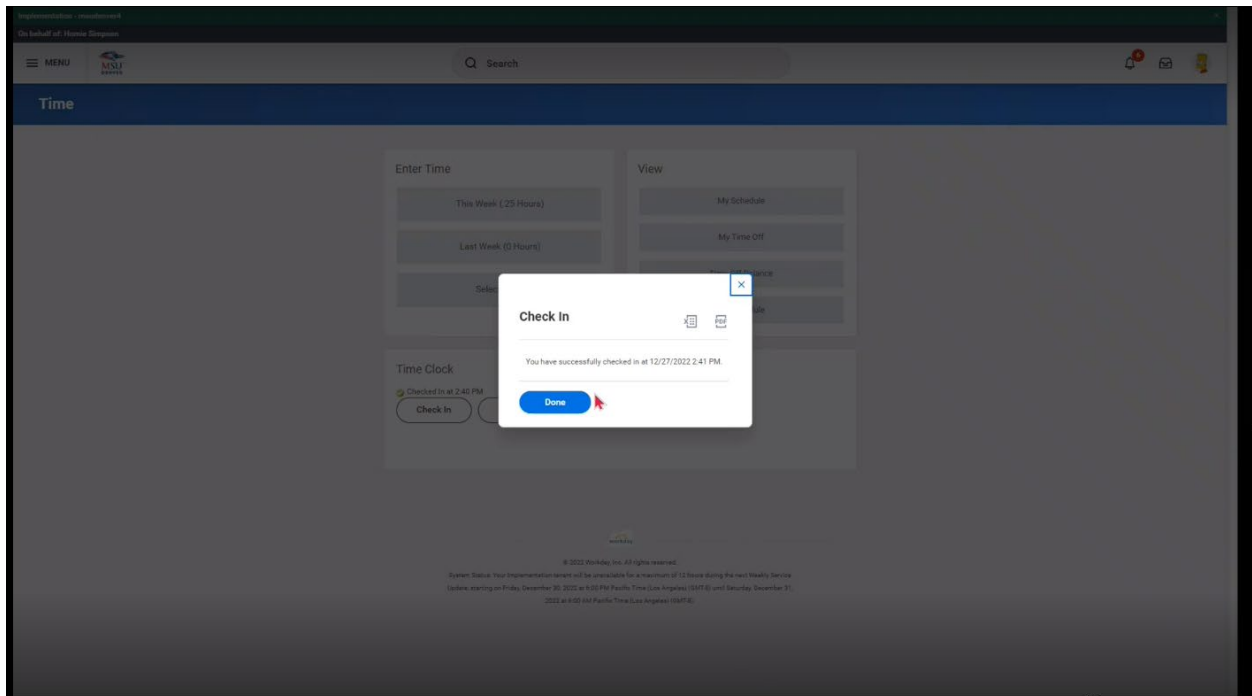


Click Ok

# HOW TO ENTER STUDENT TIME AND SUBMIT TIMESHEET

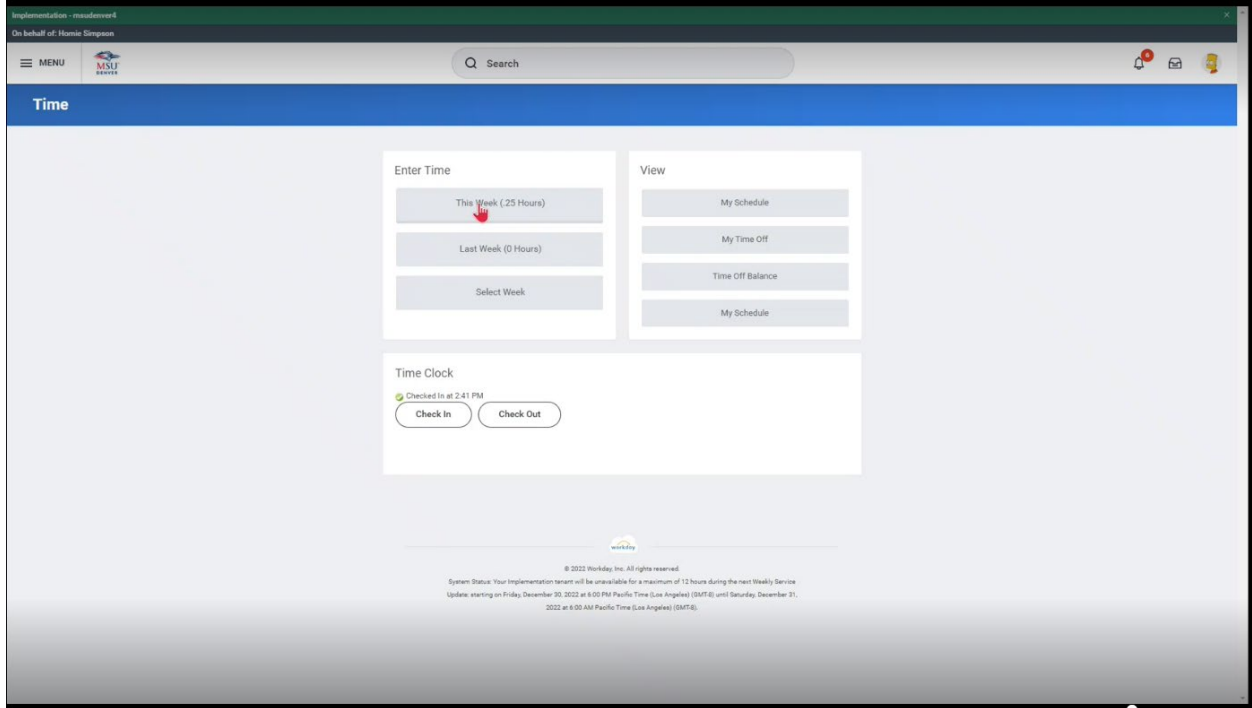


Click Done

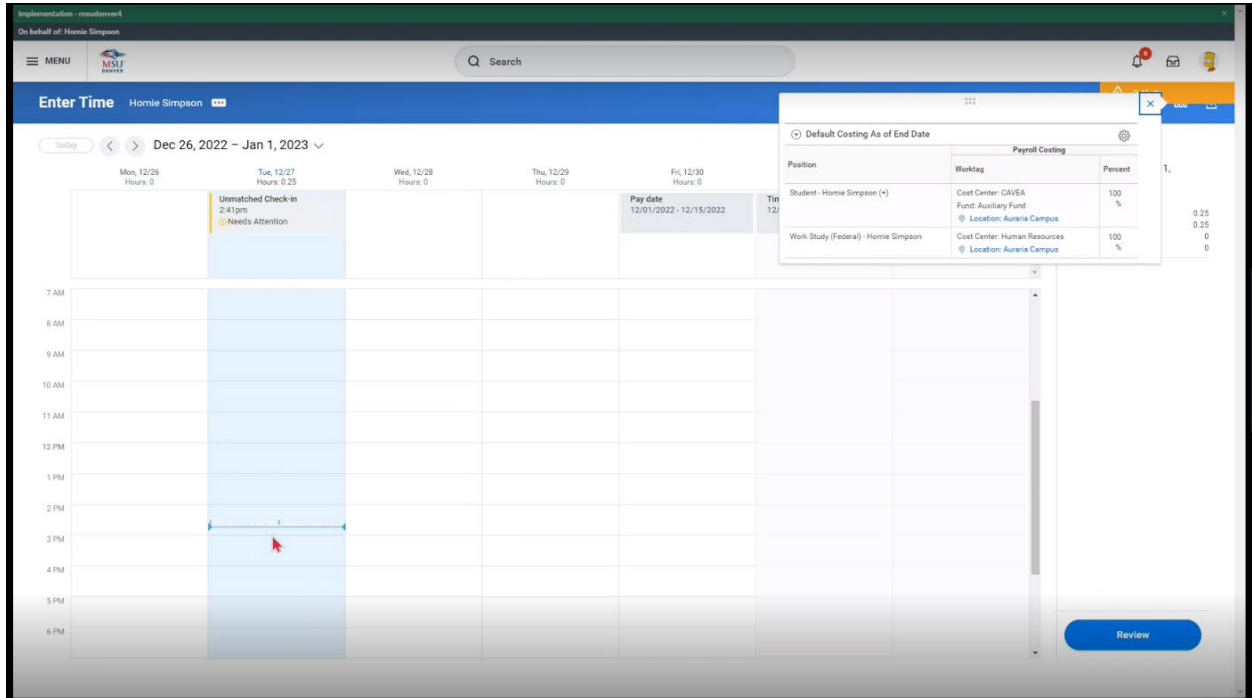


Click This Week to see your hours for the week

# HOW TO ENTER STUDENT TIME AND SUBMIT TIMESHEET



Here is what you will see



Select Review Button

# HOW TO ENTER STUDENT TIME AND SUBMIT TIMESHEET

Implementation - masondev  
On behalf of: Homie Simpson

MENU MSU Search

Enter Time Homie Simpson

2 Alerts

Today < > Dec 26, 2022 - Jan 1, 2023 Week Actions

Mon, 12/26	Tue, 12/27	Wed, 12/28	Thu, 12/29	Fri, 12/30	Sat, 12/31	Sun, 1/1
Hours: 0	Hours: 0.25 Unmatched Check-in 2:41pm Needs Attention	Hours: 0	Hours: 0	Hours: 0 Pay date 12/01/2022 - 12/15/2022	Hours: 0 Time Period End 12/16/2022 - 12/31/2022	Hours: 0 Time Period Lockout 12/16/2022 - 12/31/2022
7 AM						
8 AM						
9 AM						
10 AM						
11 AM						
12 PM						
1 PM						
2 PM						
3 PM						
4 PM						
5 PM						
6 PM						

Summary  
Dec 26, 2022 - Jan 1, 2023

Total Hours	0.25
Regular	0.25
Paid Time Off	0
Overtime	0

Review

Confirm your hours for the week

Implementation - masondev  
On behalf of: Homie Simpson

MENU MSU Search

Submit Time

I certify hours shown above are a complete and accurate record of the time worked for this reporting period. All leave taken and/or taken as compensatory time was reported and approved by my supervisor.  
Following date range will be submitted for approval.  
December 16 - 31, 2022: 1.75 Hours

**Total for December 16 - 31, 2022**

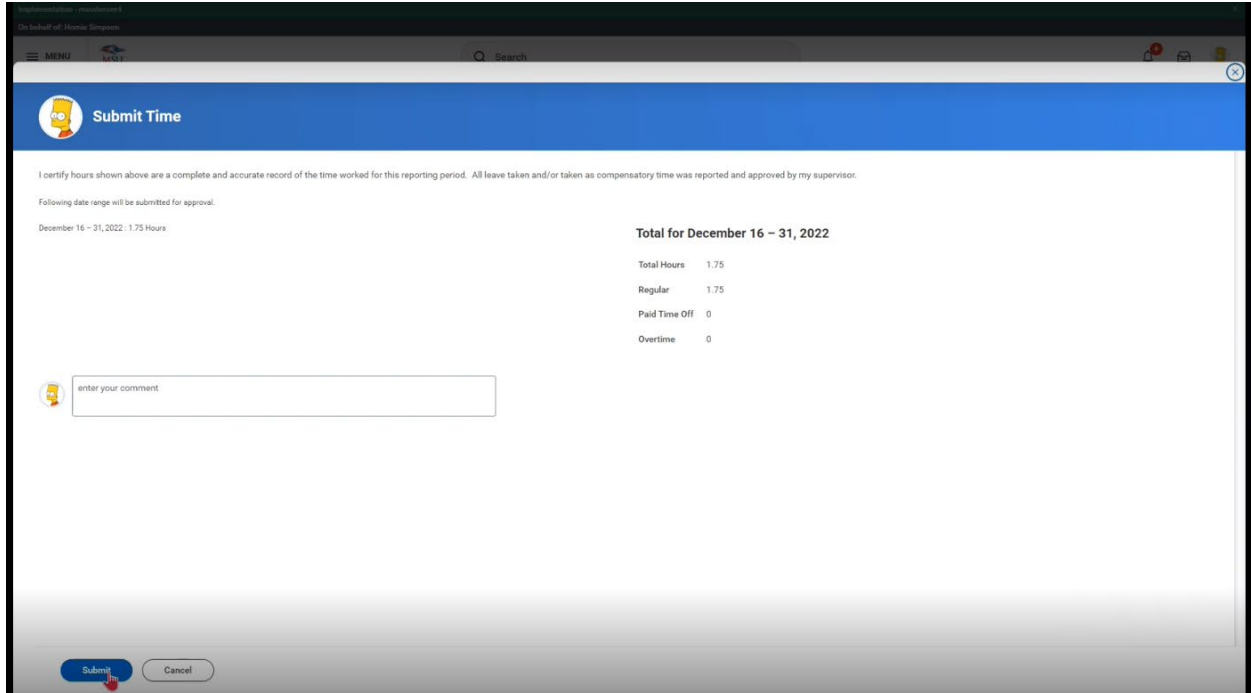
Total Hours	1.75
Regular	1.75
Paid Time Off	0
Overtime	0

enter your comment

Submit Cancel

To submit your time click submit button. If you are not submitting your timesheet click the cancel button.

# HOW TO ENTER STUDENT TIME AND SUBMIT TIMESHEET



To return to Workday main screen click the MSU Denver Logo

