Federal Work Study Students

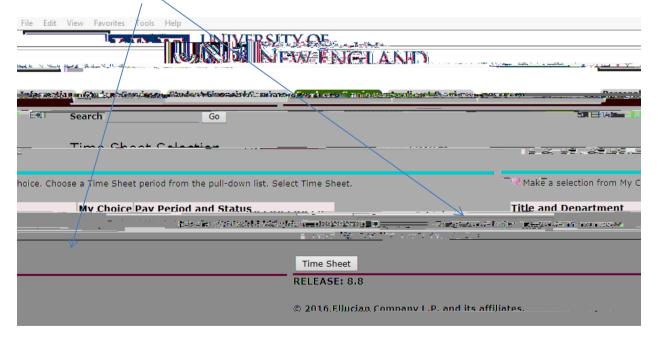
Instructions on How to Use Self Service Web Time Entry

Introduction

1. Click **Time Sheet** to enter time worked.



2. Choose the Time Sheet Period that you would like to enter your time worked. Then dick Time Sheet.



3. Click on Enter Hours below the correct day and date on the first line for Work Study Students

5. Click Save. **To clear all hours and start over click** Restart.

6.

7. Click "Previous"

11. Sign-off on your timesheet electronically by entering your U-Online password & click Submit.

