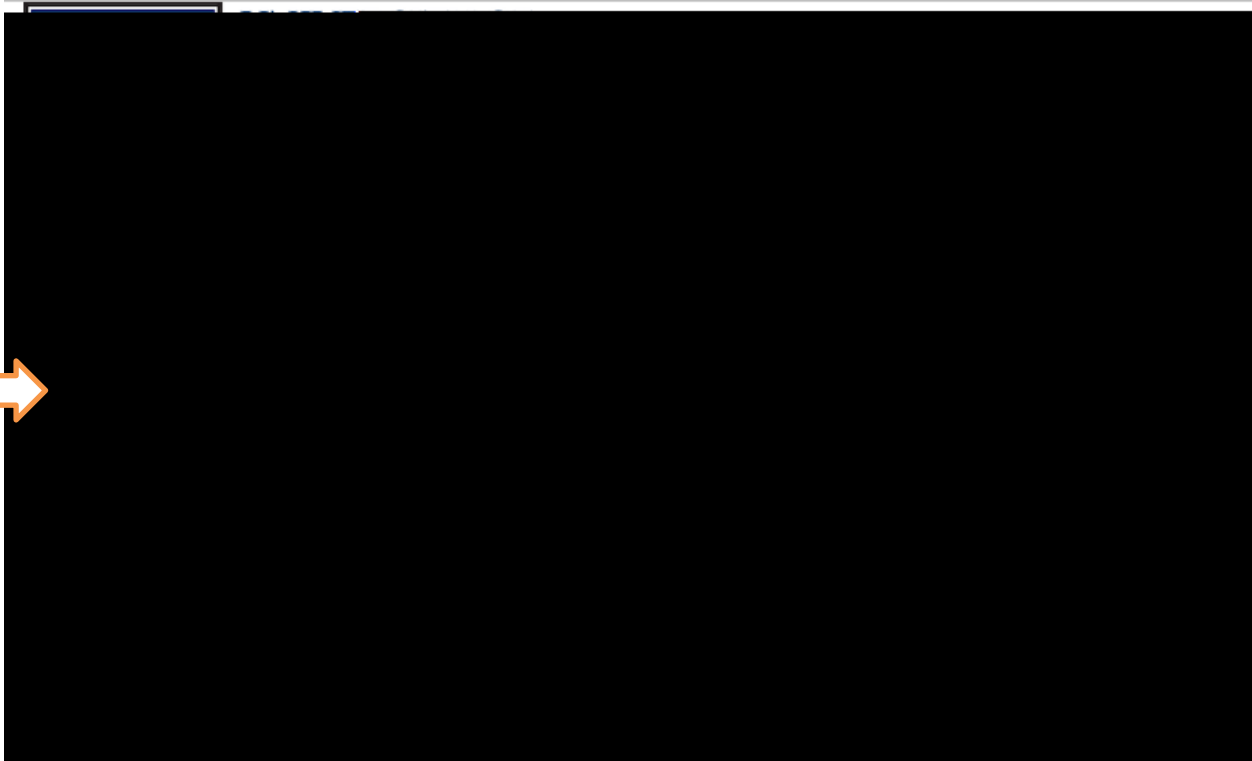


## **Federal Work Study Students**

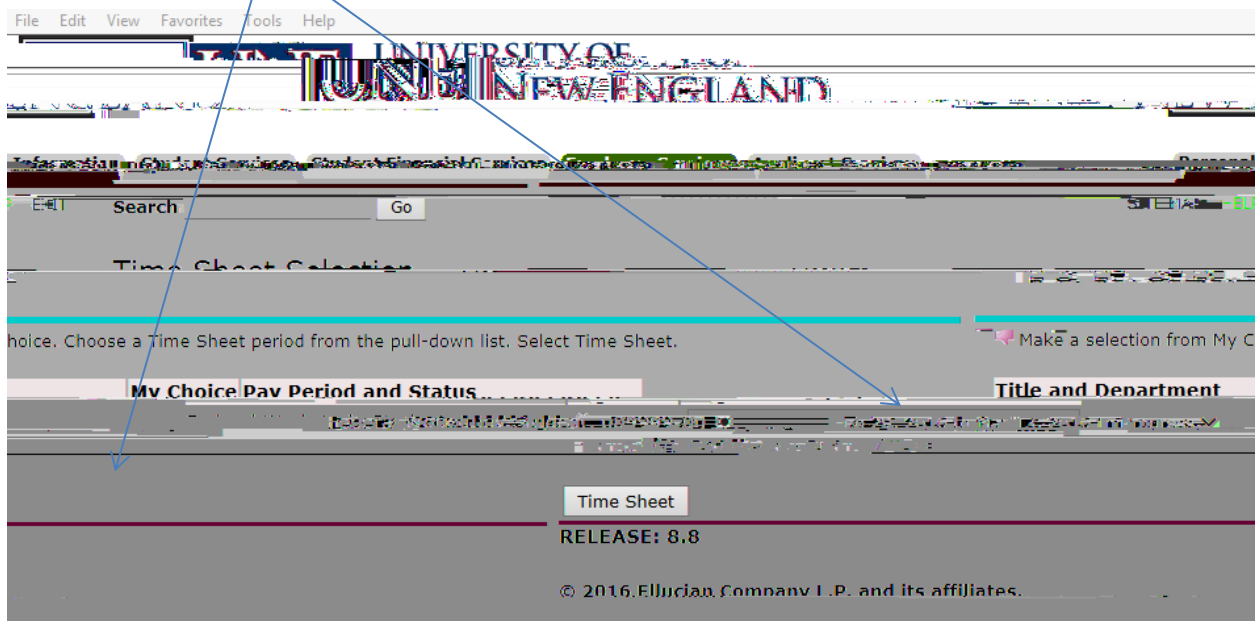
### **Instructions on How to Use Self Service Web Time Entry**

#### **Introduction**

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



Choose the Time Sheet Period  
Time Sheet



Enter Hours

Work Study Students

Save.

Restart

Click "Previous"



11. Sign-off

Submit

