Self Service Time Entry
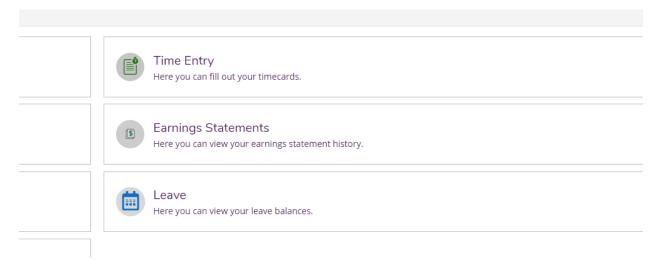## for Non-Exempt Employees

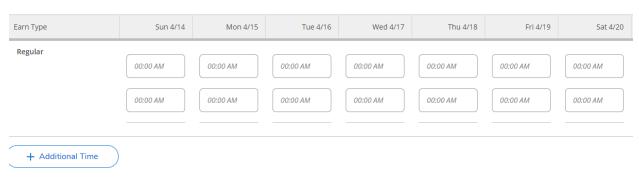## Click on Employee

Tax Information
Here you can change your consent for e-delivery of tax information.

Employee
Here you can view your tax form consents, earnings statements, banking information, timecards and leave bal...

Faculty
Here you can view your active classes and submit grades and waivers for students.

Click on Time Entry

Time Entry
Here you can fill out your timecards.

Earnings Statements
Here you can view your earnings statement history.

Leave
Here you can view your leave balances.

Enter Time In and Out

Earn Type	Sun 4/14	Mon 4/15	Tue 4/16	Wed 4/17	Thu 4/18	Fri 4/19	Sat 4/20
Regular	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM
	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM	00:00 AM

+ Additional Time
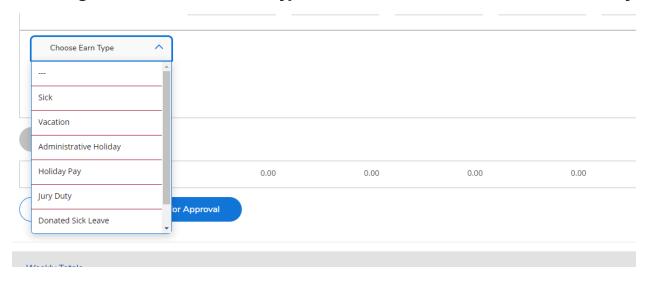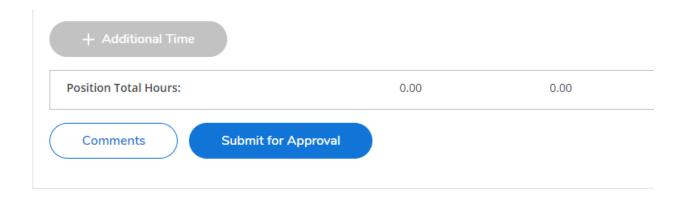
*When entering your time, you will need to account for your lunch break or any other times you may have to leave. For example: 8:00-12:00. Add additional Line: 1:00-5:00.

If entering other time select the earn type and enter the # of hours in the box for that day

*Earn Type will be used for sick, vacation, jury duty, and holidays.

***Holiday Pay** is used for actual holidays: Christmas day, Thanksgiving Day, MLK, Juneteenth, Memorial Day, Independence Day and Labor Day.

***Administrative Holiday** is used for days outside of the actual holidays: Spring Break, Thanksgiving Break (all days except Thanksgiving Day), Christmas and New Year's Break (all days except Christmas Day and New Year's Day). For Christmas Day and New Year's Day, you would use Holiday Pay.

Once your time is complete click submit for approval

IMPORTANT: Please note that once you click submit for approval, you CAN NOT go back and edit your time. Please be sure your time is entered completely and correctly before hitting submit.