

On the Time Sheet Selection page, select the position you are inputting hours for and ensure that the appropriate pay period has been selected. Once you have selected the position and pay period click "Time Sheet" to open the corresponding time sheet. This will bring you to the Time and Leave Reporting page.

Note: For students with multiple on campus jobs a separate time sheet will need to be completed and submitted for each position worked.

Personal Information **Student** **Employee**

Search

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
022 Not Started ▾	HR Student Assistant, SM Human Resources, I	<input checked="" type="radio"/> Aug 07, 2022 to Aug 20, 21
022 Not Started ▾	Green Bean Manager, SM Green Bean Coffee House,	<input type="radio"/> Aug 07, 2022 to Aug 20, 21

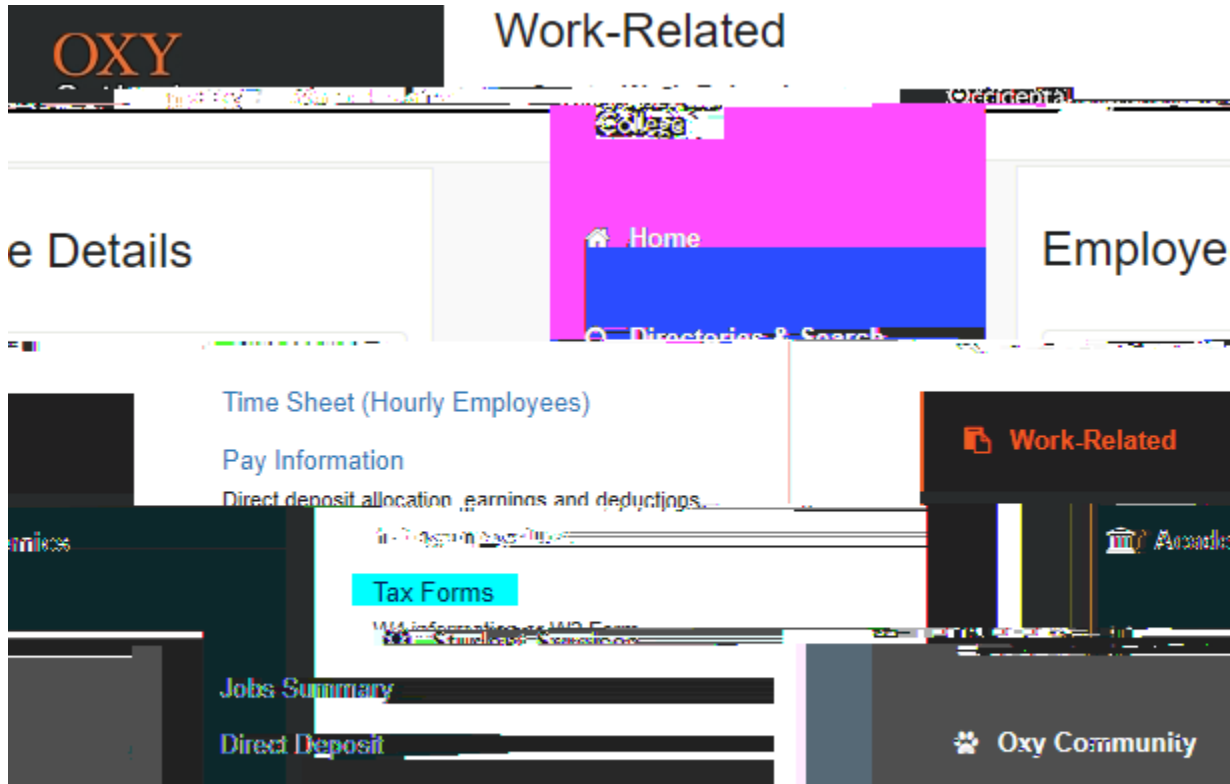
RELEASE: 8.12.1.5

Enter the time intervals for the date selected. Ensure that you account for breaks, change AM and PM as appropriate, and do not enter your hours in 24-hour time format. The "Copy" button will copy the same intervals to another day or set of days. The "Delete" button will delete all time intervals for that day. Once y

Clicking "Save" should generate total hours for that day in the rightmost column as well as an account distribution with totals at the bottom of the page. To enter in hours for other days or see the rest of your timesheet, click the "Timesheet" button at the bottom of the page. This will bring you back to Time and Leave Reporting.



The Tax Forms link under Employee Details (directly underneath Pay Information) contains information about W-4 Exemptions or Allowances, Electronic W-2 and/or 1095 Consent, W-2 Wage and Tax Statement, W2c Corrected Wage and Statement, and 1095 Employer Provided Health Insurance Offer and Coverage Statement. The W-2 Wage and Tax Statement allows you to view your W-2 for the current year and previous years.



Tax Forms

[W4 Tax Exemptions or Allowances](#)

[Electronic W-2 and/or 1095-C Consent](#)

[W-2 Wage and Tax Statement](#)

[W-2c Corrected Wage and Tax Statement](#)

[1095 Employer-Provided Health Insurance Offer and Coverage Statement](#)

[1095 Employer-Provided Health Insurance Offer and Coverage Statement](#)

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The Jobs Summary link under Employee Details (directly underneath Tax H list of all positions) is the link that you need to click with the Company ID and your password.

