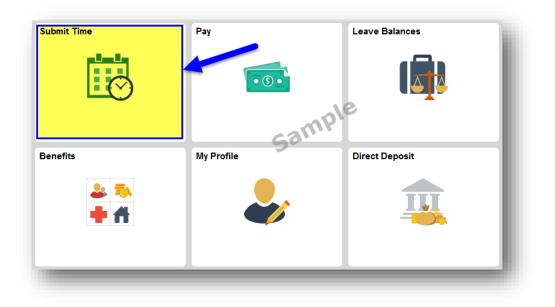# How to Report Time for Extra Help, Student, Hourly GA's

This tutorial will be helpful for extra help, student, & hourly GA employees who need to report regular time worked.

To navigate to your timesheet, click on the TILE "Submit Time" from your Employee page:

If you have more than one campus job or assistantship, you will need to select the timesheet to view:

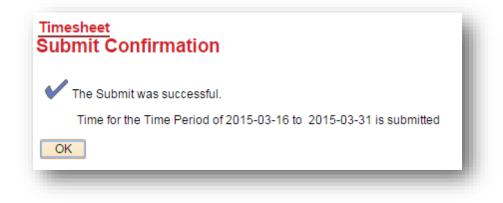You will now see your timesheet similar to the one illustrated below:

To Report/Submit time on your timesheet:

(1) Make sure Date is for the correct pay period (type in correct Date, select Date from calendar drop-down, or use Previous Period or Next Period links, if necessary)
(2) Enter time under the appropriate date headings (if submitting time for the first time for the current pay period, you should have 3 blank rows to start with…so use first row)
(3) Make sure the correct Time Reporting Code (TRC) is listed in the drop-down (Click here to view more information on how to use TRCs)
(4) Click the Submit button

After clicking Submit, you will see a confirmation similar to the one illustrated below:

Click **OK** and you will return to your timesheet. Your reported status (*found below the **Submit** button*) will now be "Needs Approval" and will be ready for your supervisor to approve your reported time. See below for example:

<u>Other things to note when submitting your time for approval</u>:

- ✓ Only time that has been both submitted and approved is payable
- ✓ Timesheets are due at the end of the pay period to give the manager time to review and approve the reported (pay periods end on the 15th and last day of each month)
- ✓ You can make as many changes to your timesheet as necessary during the pay period
- ✓ If you make changes to time that has already been approved, please notify your manager so they can re-approve the time that was changed (you have up to 2 calendar days past the end of the pay period to make any last-minute adjustments as an employee, then only the supervisor can make the changes)

<u>Contact information</u>:

- ✓ For more information on submitting your time, please contact Human Resources at 438-8311
- ✓ If you are having access issues, please contact 438-4357