

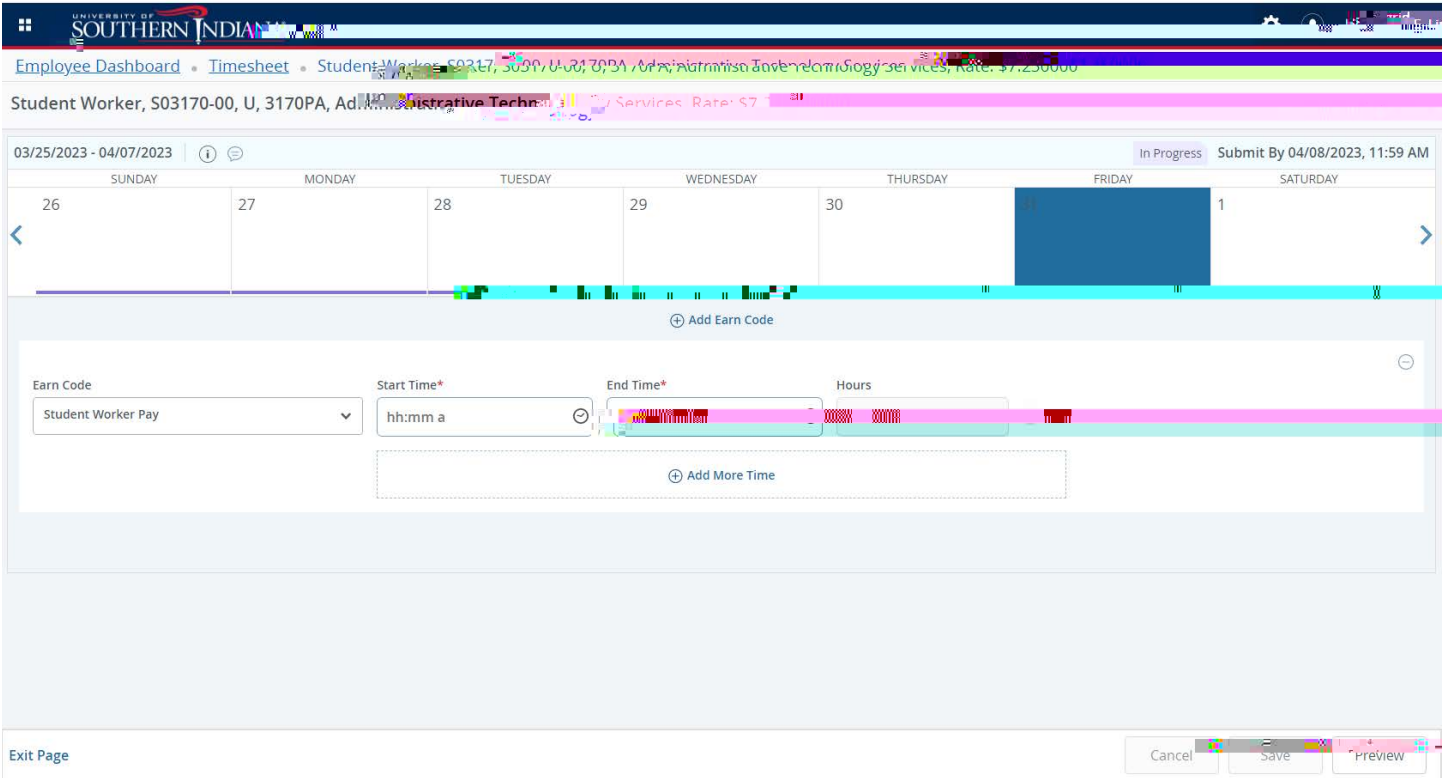
Student WTE Instructions for Entering Time

Navigate to myUSI.

Enter your normal MyUSI login credentials – Username and Password. Click on the icon under Eagle Apps. Click on the Employee (New!) tab. You will land on the Employee Dashboard.

Click on the Enter Time icon under Eagle Apps. Click

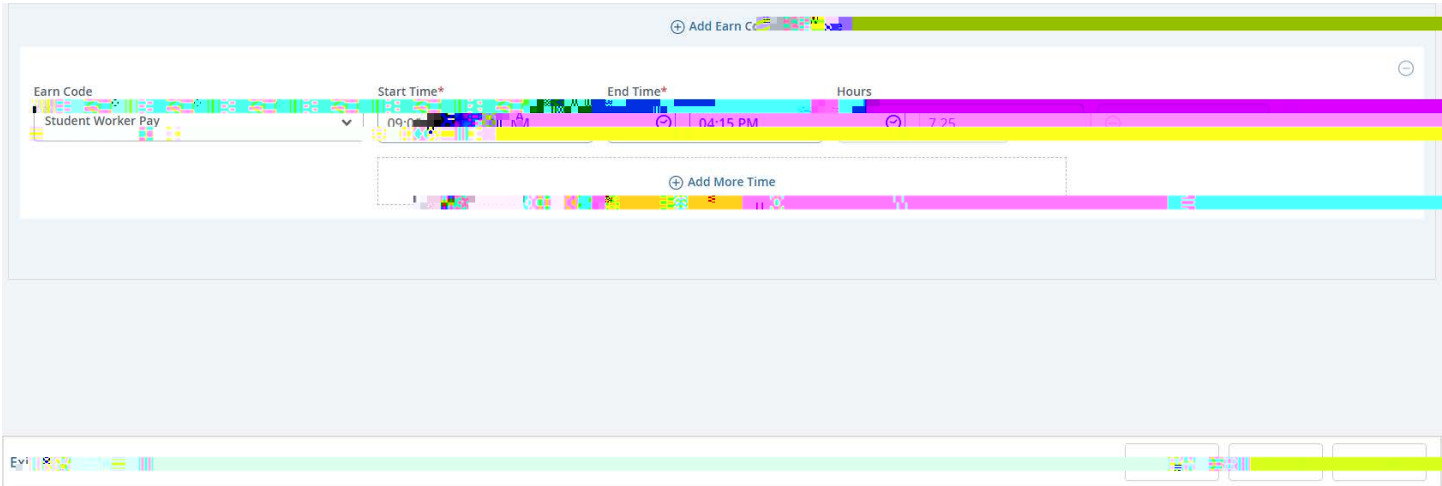
Click on Enter Time



Using the left and right arrows beside the calendar area, navigate to the appropriate date you would like to enter time.

This e-timesheet allows you to select the appropriate earn code by using the drop-down list. Please remember, if you are not enrolled in at least half time as a student during the current pay period, you should select the FICA-TAXED earn code.

This system utilizes time in and time out processing; you will enter the time you start working and the time you stop. In the format of HH:MM AM or HH:MM PM. The systems will calculate the number of hours you worked and place it in the Hours box.



Click the Save button in the bottom right of the screen. You can add more time if needed or move to a different date to enter time worked for that date. When all time has been entered for this assignment for this pay period, click preview.

UNIVERSITY OF SOUTHERN INDIANA

Employee Dashboard • Timesheet • Student Worker, S03170-00, U, 3170PA, Administrative Technology Services, Rate: \$7.250000 • Preview

Timesheet Detail Summary

Student Worker, S03170-00, U, 3170PA, Administrative Technology Services, Rate: \$7.250000
 Pay Period: 03/25/2023 - 04/07/2023 | 7.25 Hours | In Progress | Submit By 04/08/2023, 11:59 AM

Date	Earn Code	Shift	Total
03/31/2023	022, Student Worker Pay	1	7.25 Hours

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In
03/31/2023	022, Student Worker Pay	1	7.25	09:00 AM		04:15 PM

Summary			
022, Student Worker Pay	1	7.25	7.25 Hours
Total Hours			7.25

Name	Action	Time
Ingrid E. Lindy	Originated	03/31/2023, 03:24 PM
Nick Bebout	In the Queue	

You will see a snapshot of the time you have entered. **Items to note:** at the top, almost middle of the preview you will see the words 'In Progress' followed by the date and time your e-timesheet must be submitted.

Scroll down. Communicate any information regarding the time you worked by entering a comment in that field. Your supervisor will be able to read the comment when they review your e-timesheet. You will also see a certification box. Please click in that box to certify your time entry. Then submit the e-timesheet. It will automatically move this timesheet to your supervisor for their review and approval.

Comment (Optional):

After you click submit, ensure you see a message at the top that reads Timesheet successfully submitted.

FAQ

Can I keep a copy of my e-timesheet?

Yes! After submitting your e-timesheet, in the upper right-hand corner, you will see a printer icon. Click on it and a print dialog box will pop up for you to select a printer and print your current e-timesheet. HOWEVER, you will be able to see the previous 24 months of e-timesheets online thru myUSI.

If I work in more than 1 department or position, do I have to complete additional e-timesheets?

Yes! After clicking Enter time, you will see an e-timesheet for each assignment you have. You should submit a