

## Self-Service Time and Attendance Reporting Time for **Work Study** Employees

- Regular time is defined as hours worked.
- The deadline for time reporting is each Thursday at 12:00PM. Managers must approve reported time by 5:00pm on Thursday.
- If you are working on Friday or Saturday, you must report your hours for those days by 10:00am on Monday. Managers must approve the hours by 12:00pm on Monday.
- You can adjust time up to 15 days in the past by clicking the **PREVIOUS WEEK** link located above your timesheet and reporting leave in the appropriate row. Use this feature to complete a **PRIOR PAY PERIOD ADJUSTMENT**.
- If you need assistance with reporting regular time, please contact the human resources/payroll office.

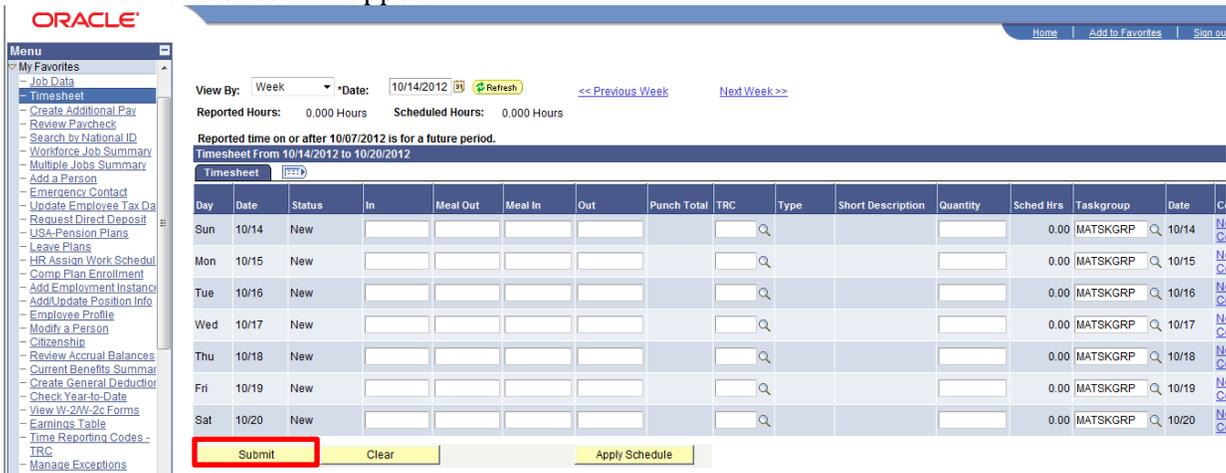
1. Login to SSTA.
2. Click the Self Service link.



3. Click the Timesheet link.



4. Your timesheet will appear.



5. Work study employees report positive time and you will need to manually enter in your time for each day.
  - a. If you are only working one shift, less than 6 hours, you must report your in time (in the "In" field) and your out time (in the "Out" field).
  - b. If you are working two shifts, less than 6 hours, you should report both shifts on the same day using the Meal Out and Meal In fields.
  - c. If you are working a shift more than 6 hours, you are required to take a 30 minute meal break; you should report your shift including your meal period in the Meal Out and Meal In fields.

Note: Reporting your time as shown in the red box below, by entering your out time in the Meal Out field may cause you to be underpaid. The green boxes show the proper way to report your time.

Reported Hours: 3.250 Hours Scheduled Hours: 0.000 Hours

Timesheet From 09/12/2012 to 09/18/2012

Day	Date	Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Type
Wed	9/12	Approved	4:45:00PM			5:15:00PM	0.500		
Thu	9/13	Approved	5:30:00PM			6:00:00PM	0.500		
Fri	9/14	Approved	4:00:00PM			4:30:00PM	0.500		
Sat	9/15	New							
Sun	9/16	Approved	5:00:00PM	5:30:00PM			0.500		
Mon	9/17	Approved	4:45:00PM	5:15:00PM			0.500		
Tue	9/18	Approved	7:00:00AM	7:15:00AM	4:45:00PM	5:15:00PM	0.750		

Submit Clear

- When your timesheet is accurate, click the submit button.
- The **SUBMIT CONFIRMATION** page will display. By clicking the **OK** button on this page, you are certifying your attendance record.
- Review the **STATUS** column in the **REPORTED TIME STATUS** table. Notice that the value in the status column is now **NEEDS APPROVAL**. After your manager/supervisor reviews the time you submit the status will change to either **APPROVED** or **DENIED**.
- Click on the **SIGN OUT** link to log out of SSTA.