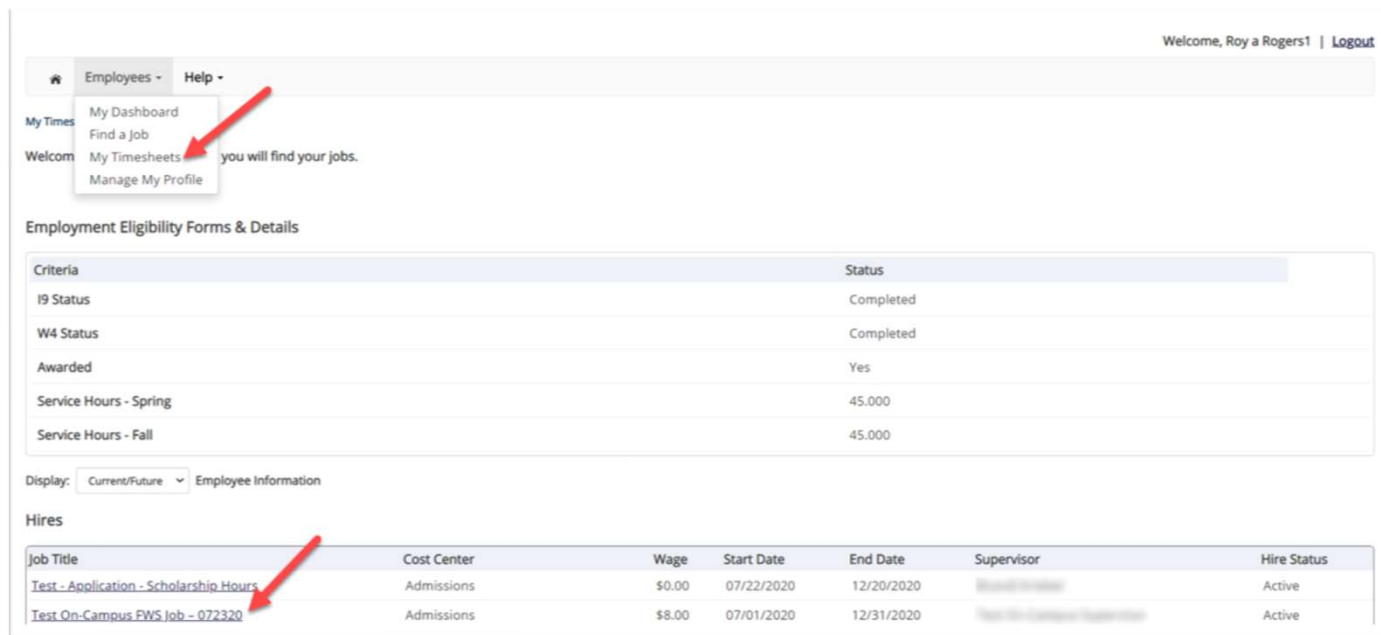




# Timesheet Entry

# Enter My Time Worked



The screenshot shows a web application interface. At the top right, it says "Welcome, Roy a Rogers1 | Logout". Below this is a navigation bar with "Employees" and "Help" menus. The "Employees" menu is open, showing options: "My Dashboard", "Find a Job", "My Timesheets", and "Manage My Profile". A red arrow points to "My Timesheets". Below the menu is a section titled "Employment Eligibility Forms & Details" with a table showing criteria and status. Below that is a "Hires" section with a table of job titles, cost centers, wages, start/end dates, supervisors, and hire status. A red arrow points to the "Test On-Campus FWS Job - 072320" link in the Hires table.

Welcome, Roy a Rogers1 | Logout

Employees - Help -

My Timesheets  
Find a Job  
My Timesheets you will find your jobs.  
Manage My Profile

Employment Eligibility Forms & Details

Criteria	Status
I9 Status	Completed
W4 Status	Completed
Awarded	Yes
Service Hours - Spring	45.000
Service Hours - Fall	45.000

Display: Current/Future Employee Information

Hires

Job Title	Cost Center	Wage	Start Date	End Date	Supervisor	Hire Status
<a href="#">Test - Application - Scholarship Hours</a>	Admissions	\$0.00	07/22/2020	12/20/2020	Robert Walker	Active
<a href="#">Test On-Campus FWS Job - 072320</a>	Admissions	\$8.00	07/01/2020	12/31/2020	Test On-Campus Supervisor	Active

- First, select 'My Timesheets' from the *Employees* menu.
- Next, click the 'Job Title' link to access your time sheets.

# Start My Time Sheet

The screenshot shows the Tennessee Tech Student Job Portal interface. At the top, there is a navigation bar with 'Employees' and 'Help' menus. Below this, the user is logged in as 'Roy a Rogers1'. The main content area displays details for a job titled 'Test - JV - Test Plan - 07-28-2020'. A pop-up window titled 'This site says...' is overlaid on the page, containing a message: 'You are about to start a new time sheet for the pay period starting Wednesday, July 01. It will be due: Friday, July 31'. The pop-up has 'OK' and 'Cancel' buttons. A red arrow points to the 'OK' button. Below the job details, there is a table of 'Time Sheets for Job: Test - JV - Test Plan - 07-28-2020'. The table has columns for 'Status', 'Pay Period', 'Actual Earnings', 'Accruals', and 'Time Sheet'. A row is shown for the pay period '07/1/2020-07/31/2020' with a 'Start time sheet' button. A red arrow points to this button.

**Hire Time Sheets**

Job Title Test - JV - Test Plan - 07-28-2020  
Supervisor Test On-Campus Supervisor  
Wage \$8.00  
Start Date July 1, 2020  
End Date December 31, 2020  
Status Active

**Time Sheets for Job: Test - JV - Test Plan - 07-28-2020**

Status	Pay Period	Actual Earnings	Accruals	Time Sheet
	07/1/2020-07/31/2020 Wednesday, July 01 - Thursday, July 30, 2020			<a href="#">Start time sheet</a>

- If this is the first time you are entering a time sheet for the current pay period, click the 'Start Time Sheet' link to the right of the pay period you wish to enter time. Click 'OK' button in the pop-up window.
- **Please Note:** If a timesheet has already been started, the link will say 'Go to time sheet' instead.

# Add a New Time Sheet Entry for Time Worked

**Tennessee TECH** Student Job Portal

Welcome, Roy a Rogers1 | [Logout](#)

Employees - Help -

Manage Time Sheet

Employee [Roy a Rogers1](#) [Return to Hire >](#)

Job Title Test - JV - Test Plan - 07-28-2020  
T# 111111111  
Status Incomplete

Pay Period 07/1/2020-07/31/2020  
Deadline July 31, 2020 11:00 AM

[Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#)

07/1/2020-07/31/2020  
Start - Wednesday, July 1, 2020  
End - Thursday, July 30, 2020  
Employee Deadline - Friday, July 31, 2020 (11:00AM)  
Supervisor Deadline - Friday, July 31, 2020 (5:00PM)  
Pay Date - Monday, August 10, 2020

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
There are no entries to display.							

Dismiss this time sheet if no hours will be worked for this pay period.

[Add New Entry](#) [Dismiss](#)

Class Schedule

➤ Click 'Add New Entry' to enter your time.

# Add a New Time Sheet Entry for Time Worked

Employee [Samuel d Rogers4](#)  
Job Title [Business Analyst II](#)  
Status Incomplete  
Pay Period 6/1/2020 - 6/30/2020  
Deadline **July 1, 2020 5:00 PM**

**Time Sheet Entries**

Date	Pay Code	Start	End	Break	Total	
Monday, June 1, 2020	Regular Hours	8:00AM	8:15AM	No Break	N/A	<input type="button" value="Add"/> <input type="button" value="Cancel"/>

Enter any notes here

**Class Schedule**

Course Title	Start Date	End Date	Days	Start	End
<a href="#">Beginning Algebra (details)</a>	07/01/2019	06/30/2020	Tu Th	11:00 AM	12:50 PM
<a href="#">Beginning Spanish I (details)</a>	07/01/2019	06/30/2020	M	10:00 AM	10:50 AM
<a href="#">Intro to Sociology (details)</a>	07/01/2019	06/30/2020	M W F	11:00 AM	11:50 AM

- Select the 'Date' of the time sheet entry column.
- Select the 'Start' time of the time sheet entry column.
- Select the 'End' time of the time sheet entry column.
- You may optionally add break minutes and notes, if applicable.
- You may enter a note, if desired.
- Click 'Add' to save your time sheet entry.

# Add a New Time Sheet Entry for Time Worked

**Tennessee TECH** Student Job Portal  
Welcome, Roy a Rogers1 | [Logout](#)

Employees - Help -

Manage Time Sheet

Employee [Roy a Rogers1](#) [Submit Time Sheet »](#)  
Job Title Test - JV - Test Plan - 07-28-2020 [Pay Period Info](#) [Accruals](#) [Hire Details](#) [Awards](#) [Supervisors](#) [Accounts](#) [Notes](#) [Return to Hire »](#)  
T# 111111111  
Status Incomplete  
Pay Period 07/1/2020-07/31/2020  
Deadline July 31, 2020 11:00 AM

07/1/2020-07/31/2020  
Start - Wednesday, July 1, 2020  
End - Thursday, July 30, 2020  
Employee Deadline - Friday, July 31, 2020 (11:00AM)  
Supervisor Deadline - Friday, July 31, 2020 (5:00PM)  
Pay Date - Monday, August 10, 2020

Time Sheet Entries

Date	Pay Code	Start	End	Break	Total	Edit	Delete
Wednesday, July 01	FWS	8:00 AM	11:00 AM	--	3 hrs	<a href="#">Edit</a>	<a href="#">Delete</a>
Note:							
					Total:	FWS	3 hrs

[Add New Entry](#)

- If you're finished entering time worked, click 'Return to Hire' to return to your list of job(s).
- If you wish to log out, click the 'Log out' button and you will return to the Tennessee Tech JobX TimesheetX Home page.