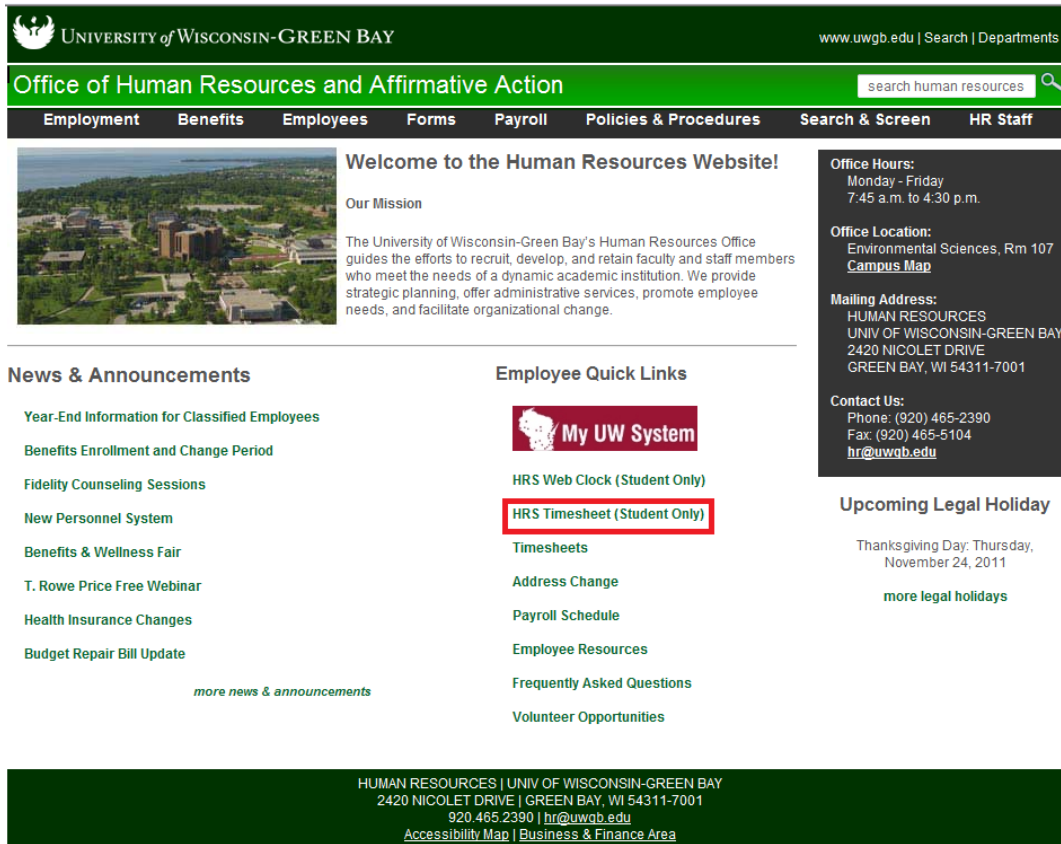


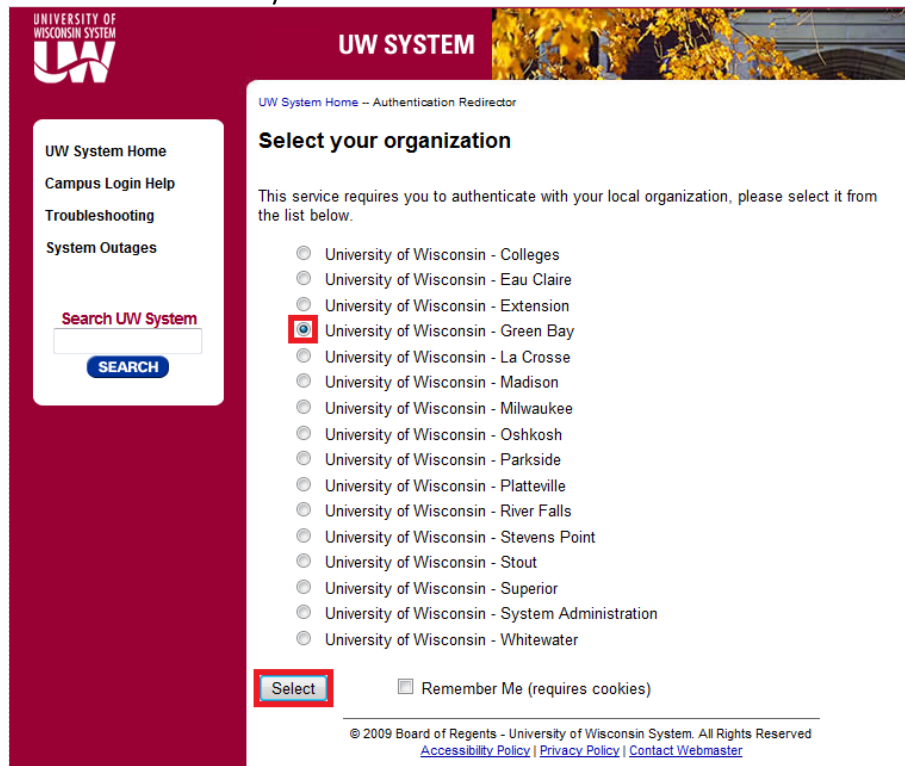
# HRS Student Timesheet Entry

1. Go to <http://www.uwgb.edu/hr> and click the HRS Timesheet (Student Only) link.



The screenshot shows the University of Wisconsin-Green Bay HR website. At the top, there is a navigation bar with links for Employment, Benefits, Employees, Forms, Payroll, Policies & Procedures, Search & Screen, and HR Staff. Below this is a search bar and a welcome message. The main content area is divided into three columns: News & Announcements, Employee Quick Links, and Office Hours/Location/Address/Contact Us. The HRS Timesheet (Student Only) link is highlighted in red in the Employee Quick Links section.

2. Click the University of Wisconsin – Green Bay radio button and then click the Select button.



The screenshot shows the UW System authentication redirector. It features a sidebar with navigation links and a main content area with a list of organizations. The 'University of Wisconsin - Green Bay' radio button is selected and highlighted with a red box. Below the list, the 'Select' button is also highlighted with a red box.

# HRS Student Timesheet Entry

- On the next screen, enter your UW-Green Bay username and password and then click the Login button

**Student Employees** – use your student account & password (same account as SIS, D2L, Outlook)

**Grad Assistants** – use your faculty/staff account & password (*not your student account and password*)

- If you have more than one job, you will be taken to a page requiring you to choose which job you want to enter time for. You should look at the **Working Title**, **Empl Rcd Nbr** and **Department Description** columns to determine which job to pick. When you have found the job you want, click on the **Job Description**. *If you don't have more than one job, skip this step.*

[Click to View Additional Information](#)  Show Schedule Information

<u>Job Description</u>	<u>Working Title</u>	<u>Empl Rcd Nbr</u>	<u>Department</u>	<u>Department Description</u>
<a href="#">STUDENT HELP</a>	OFFICIAL	0	D091000	Intramurals & Recreation
<a href="#">STUDENT HELP</a>	INSTRUCTOR	1	D091010	Intramurals & Rec-Lessons

Go To: [Self Service](#)  
[Time Reporting](#)

# HRS Student Timesheet Entry

5. The Student Timesheet will appear. All students using a timesheet will use a Punch Positive timesheet. This means their schedule appears with empty "IN" and "OUT" boxes that must be filled in.

The student must make sure they are entering time for the correct Time Period by adjusting the **View By:** and **Date:** fields. By default, the current Time Period should appear.

Time should be entered in either format: 7:00 AM or 7:00 A (must include colon and period type (AM/A or PM/P))

The four "IN" and "OUT" boxes should be used as follows:

**First "IN"** - The student should enter the time they first report to their job.

**First "OUT"** - The student should enter time if they leave their job but *plan on returning.*

**Second "IN"** - The student would enter time in this field when they *return* from their class or lunch.

**Second "OUT"** - This field would be filled in with the time the student left their job for the day.

## Timesheet

CHESTER

EmpID:

Job Title: STUDENT HELP I

Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 02/13/2011 Refresh << Previous Time Period Next Time Period >>

Populate Time From: Schedule Information  
 Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours


Reported time on or before: First "IN" a prior period. Second "OUT"

From 02/13/2011 to 02/26/2011

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code
Sun	2/13	New						
Mon	2/14	New						
Tue	2/15	New	First "OUT"		Second "IN"			
Wed	2/16	New						
Thu	2/17	New						
Fri	2/18	New						
Sat	2/19	New						
Sun	2/20	New						
Mon	2/21	New						
Tue	2/22	New						
Wed	2/23	New						

# HRS Student Timesheet Entry

6. In the below example, the student came in to work at **7:00 AM** and left at **9:30 AM** for class. They plan on **returning** because they put their out time in the first "OUT" box.

The student clicked on the **Submit** button  at the bottom of the timesheet which populated the **Punch Total column** with the amount of hours they have worked so far. It also populated the **Reported Hours field**.

## Timesheet

CHESTER  
 Job Title: STUDENT HELP I  
 EmplID:  
 Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 02/13/2011  << Previous Time Period Next Time Period >>

Populate Time From: Schedule Information

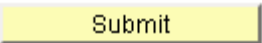
Reported Hours: 2.50 Hours Scheduled Hours: 0.00 Hours

From 02/13/2011 to 02/26/2011

Timesheet 

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code
Sun	2/13	New						
Mon	2/14	Submitted	7:00:00AM	9:30:00AM			2.50	

7. When the student comes back to their job after class, they enter their "IN" time in the **second "IN" box**. When they leave for the day, they enter the time they are done in the **second "OUT" box**.

When clicking on the **Submit** button , the **Punch Total** and **Reported Hours** are updated for that day.

## Timesheet

CHESTER  
 Job Title: STUDENT HELP I  
 EmplID:  
 Employee Record Number: 0

[Click for Instructions](#)

View By: Time Period Date: 02/13/2011  << Previous Time Period Next Time Period >>

Populate Time From: Schedule Information

Reported Hours: 6.50 Hours Scheduled Hours: 0.00 Hours

From 02/13/2011 to 02/26/2011

Timesheet 

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code
Sun	2/13	New						
Mon	2/14	Submitted	7:00:00AM	9:30:00AM	2:30:00PM	6:30:00PM	6.50	

## HRS Student Timesheet Entry

8. The next day, the student only works for a short time and does not come back after class. In this case, they would only enter time in the **First "IN" and the Last "OUT" boxes.**

From 02/13/2011 to 02/26/2011

Timesheet

Day	Date	Status	In	Out	In	Out	Punch Total
Sun	2/13	New					
Mon	2/14	Submitted	7:00:00AM	9:30:00AM	2:30:00PM	6:30:00PM	6.50
Tue	2/15	New	7:00:00AM			9:30:00AM	
Wed	2/16	New					
Thu	2/17	New					
Fri	2/18	New					

9. After clicking on the **Submit** button, the **Punch Total** for 2/15 is calculated and the **Reported Hours total** is also updated.

View By:  Date:  [<< Previous Time Period](#) [Next Time Period >>](#)

Populate Time From:

**Reported Hours:**  **Scheduled Hours:**

From 02/13/2011 to 02/26/2011

Timesheet

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code
Sun	2/13	New						
Mon	2/14	Submitted	7:00:00AM	9:30:00AM	2:30:00PM	6:30:00PM	6.50	
Tue	2/15	Submitted	7:00:00AM			9:30:00AM	2.50	

10. Let's take a look at one more situation common to Student Timesheets.  
 In the below example, the student basically has three work shifts in one day between classes. There are only four boxes, though. In the screen shot below they have entered two of their shifts but need to enter one more from 4:30PM to 6:30 PM. To do this, they will have to **Add a Row.**

Timesheet

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code
Sun	2/13	New						
Mon	2/14	Submitted	7:00:00AM	9:30:00AM	2:30:00PM	6:30:00PM	6.50	
Tue	2/15	Submitted	7:00:00AM			9:30:00AM	2.50	
Wed	2/16	Submitted	7:00:00AM	9:00:00AM	12:00:00PM	2:00:00PM	4.00	

# HRS Student Timesheet Entry

11. By scrolling over to the right and making sure to **add a row for the correct date**, in this case 2/16, the student would click on the **Plus sign box**.

Date		
2/13	-	+
2/14	-	+
2/15	-	+
2/16	-	+

12. Below you see the student has entered their third shift for the day. They used only the **first "IN" and second "OUT" boxes** as they did not leave and come back again for a fourth shift. Also notice that the second row does not have a new date by it. Time entered in the second row is still part of Wednesday, 2/16.

View By:  Date:   [<< Previous Time Period](#) [Next Time Period >>](#)  
 Populate Time From:   
 Reported Hours: 15.00 Hours Scheduled Hours: 0.00 Hours

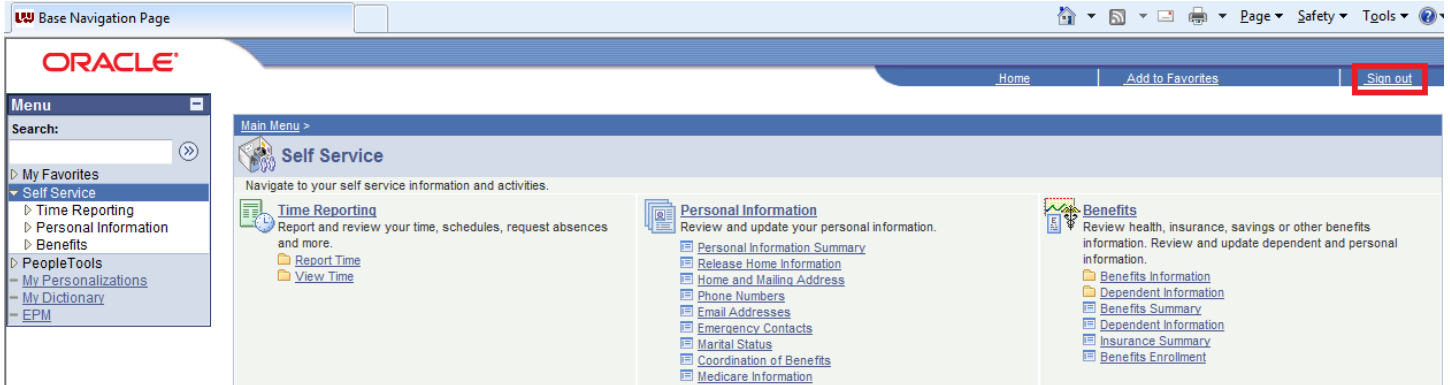
From 02/13/2011 to 02/26/2011									
Timesheet <input type="button" value="Print"/>									
Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	
Sun	2/13	New							
Mon	2/14	Submitted	7:00:00AM	9:30:00AM	2:30:00PM	6:30:00PM	6.50		
Tue	2/15	Submitted	7:00:00AM			9:30:00AM	2.50		
Wed	2/16	Submitted	7:00:00AM	9:00:00AM	12:00:00PM	2:00:00PM	4.00		
		Submitted	4:30:00PM			6:30:00PM	2.00		

13. Make sure to click the Submit button. Once you have submitted your time, scroll to the bottom of the page and click Self Service

Go To:   
[Time Reporting](#)  
[Elapsed Timesheet](#)

# HRS Student Timesheet Entry

14. **IMPORTANT** - Click the Sign out link in the upper right hand corner (pictured below) and close this web browser.



**IMPORTANT – MAKE SURE TO SIGN OUT OF THE HRS SYSTEM AND CLOSE OUT OF THE WEB BROWSER**