**How to get paid**

* Visit **my.wisconsin**.**edu**
* Select

*University of Wisconsin - Colleges*

* Login using your prism

Login information



* Click on timesheet





* Enter time-- be sure when entering time you label with am/pm

Please note when entering time round to the nearest 15 minute interval; for example you are done working at 9:10 am you would enter 9:15 am. Likewise for start time, you get there at 1:55 pm you would enter 2 pm. Be sure when you are rounding that you are not adding time to your scheduled hours. For instance a start time of 2 pm and you get there at 1:50 pm so you round and enter 1:45 pm, which would add on 15 minutes to your scheduled approved work time.

\*Note there are four columns on the time sheet

the first *in* (column 1) is for arrival time

the first *out* (column 2) is for lunch period or a break in work time

the second *in* (column 3) is arrival back from lunch or break in work

the second *out* (column 4) is the time you are leaving for the day

Also be sure to click submit when you are finished entering your times

If you make an error you can always hit clear and try again; Payroll is bi-weekly.

For students with multiple jobs on-campus: make sure you utilize the correct timesheet.

\*\*Also you cannot work the same job at the same time.