

### **Case Hourly Timesheet (Student)**

#### Procedure

Students can follow these directions to create timesheet entries in the Human Capital Management (HCM) system.

	▼ Employee Self Service	
CWRU Hourly Timesheet	Payroll	Personal Details
		*
	Last Pay Date <b>12/13/2019</b>	

Step	Action
1.	Select the CWRU Hourly Timesheet tile.

Student Timesheet



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#### C Employee Self Service

**Case Hourly Timesheet** 

1234567

						5 rows
	Empl ID Emp Record		Graduate Student ≎	Job Title $\Diamond$	Department Description $\Diamond$	Status ≎
1	1234567	0	Graduate Student	Graduate Assistant	Mechanical & Aerospace Eng.	Active
2	1234567	1	Undergrad Student	Tour Guide	Undergraduate Admissions	Active
3	1234567	2	Undergrad Student	Resident Assistant	Upperclass Exp Program	Terminated
4	1234567	3	Undergrad Student	Student Assistant	Undergraduate Admissions	Active
5	1234567	4	Undergrad Student	Progran/Event Assistant	Undergraduate Admissions	Active

Step	Action
2.	The <b>Case Hourly Timesheet</b> page appears. Click your <b>Empl ID</b> (employee ID number) to open your timesheet.



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Case Hourly Time	sheet			c	ase Hourly T	īmesheet				Â	∎ (
(	Employee ID										
Title Student Assistant						Departme	nt Undergraduate Admission	IS			
	Empl Class Undergrad Student						R	cd 3			
	Start Date 08/26/2019					E	xpected End	Dt 05/09/2020			
Std Weekly Hours 20.00 Standard Rate 15.000000											
Total Entries			Total Hou	irs 3.00							
											2 ro
Time Entry											
Time Entry *Date ≎	Day ≎ TR	C≎ Sta	nrt Time ≎	End Time 🗘	Hours $\Diamond$	Time Details	Comments	Department ◇	Description $\Diamond$		
			nt Time 🗘	End Time $\Diamond$ 9:00AM	Hours � 1.00	Time Details	Comments	Department		+	_

Step	Action			
3.	The <b>Hourly Time Entry</b> page appears. Here you can record the time you work, including breaks taken to attend class, under either the <b>Work Study</b> or <b>Non-work Study</b> Time Reporting Codes (TRCs).			
	Each row on the timesheet represents one work day and the type of hours worked for that eight hour period.			
3.	You can enter the <b>Date</b> manually or use the calendar icon to select the date from the calendar pop-up menu.			
4.	Select either the Non-wkstdy or Work Study TRC from the drop down list.			



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Step	Action
5.	Enter the time you started work into the Start Time field.  Start Time  8:00AM
6.	You can enter <b>Break</b> times (out and return) by clicking on the time Details button. Time Details
7.	Enter the time you finished work into the End Time field. End Time 9:00AM
8.	You can use the Add and Delete buttons to create and remove time entry rows as needed.
9.	When you are finished editing time entries, be sure to click the <b>Save</b> button or your updates will not be recorded.