

Web Time Entry Instructions

1. Log into <http://my.luther.edu>
2. Click on **Time Entry** under the Time Entry and Approval section.

Time Entry and Approval

[Time entry](#)
[Time history](#)

3. Choose a Time Sheet by checking the box next to the work study job you wish to enter hours for and click **Submit**.

Choose Only One	Pay Period Start Date	Pay Period End Date	Position Title	Start Date	Department	Supervisor	Location	Complete By Date
<input checked="" type="checkbox"/>	10/01/08	10/31/08	Library Inf Services FWS Level 2	09/01/07	Information Technology	Mr. Matthew A. Hughes		11/02/08 05:00PM

SUBMIT

4. Pick the day you worked and enter the time of day you started and stopped working. Enter time as HH:MMAM or PM. **Enter your exact In/Out time. Do not round to the nearest quarter hour.** Click **Submit** when finished.

Date	Day	Time In	Time Out
10/01/08	Wednesday	08:01AM	10:15AM

Note - Each day has two lines to allow for multiple shifts. Click **Insert Line** and select **Submit** to add a third line if necessary.

5. You will be presented with a Confirmation screen telling you how many hours you have worked so far this month.

END OF MONTH

You must sign your time sheet within **2** days of the **end** of the month. Double-check your hours and scroll to the bottom of the Time Sheet. Check the box labeled 'Checking this box becomes your electronic signature ...' and click **Submit** to send your time sheet to your supervisor for approval.

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

Supervisor Decision Pending Approval
Supervisor Comments
Supervisor's E-mail Address hughesma@luther.edu

SUBMIT