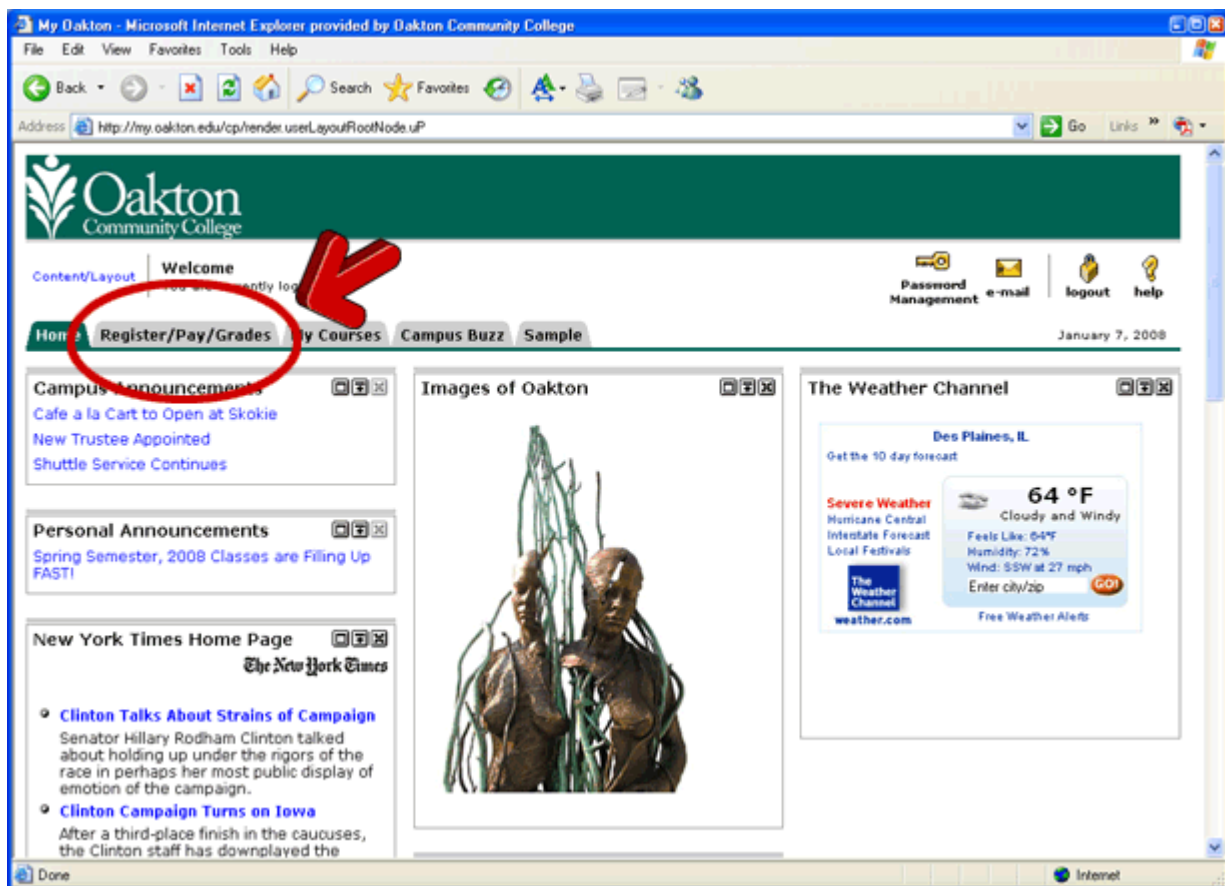


Instructions for Completing a Student Employee Time Sheet

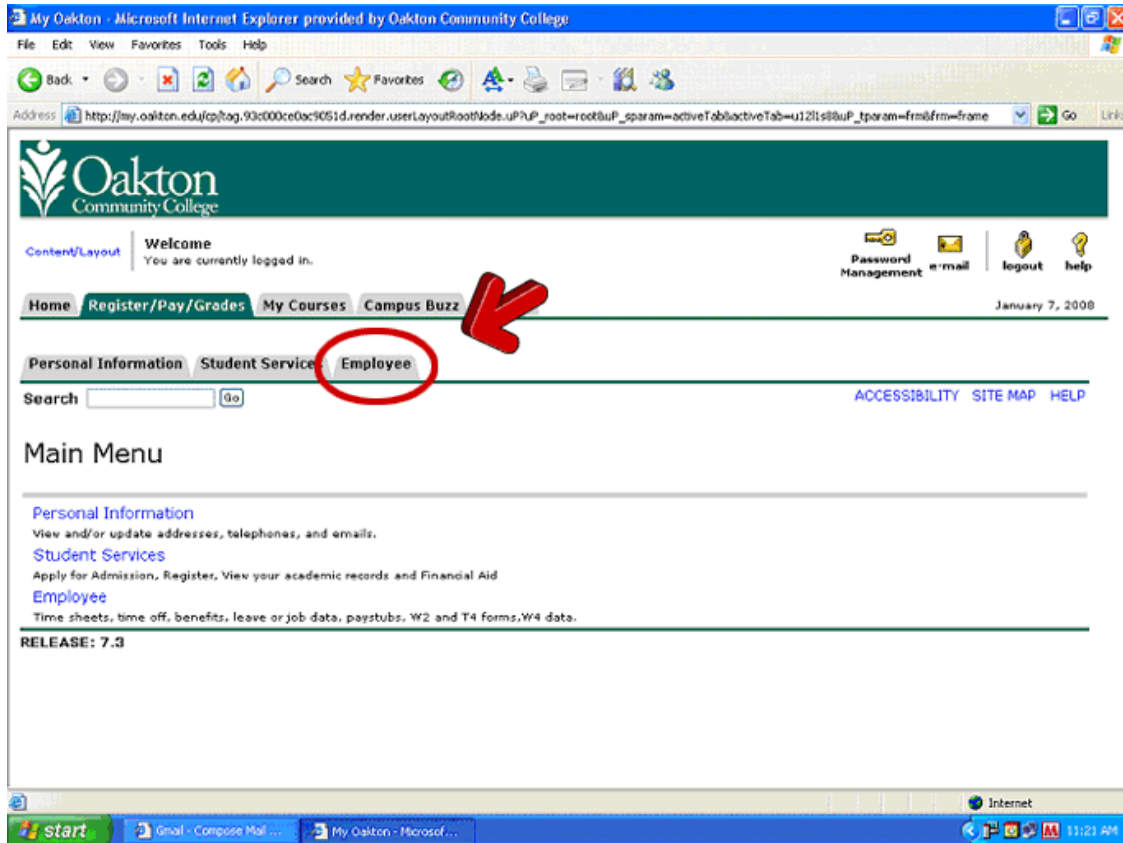
Remember:

- Complete ONE time sheet for each TWO WEEK pay period.
- Save at every step. DO NOT **Submit for Approval** until you have completed entering your time for the entire pay period.
- Adhere to time sheet deadlines set by your supervisor. Repeated failure to adhere to deadlines may result in termination.
- The “Submit By Date” is the date and time when your supervisor must approve time sheets. As a result your supervisor will require you to submit your time sheet for approval at an earlier time.
- After the deadline online time sheets for the pay period will be closed. Any time sheet submitted after the deadline must be submitted manually (paper). Expect significant delays in payment with manual time sheets.

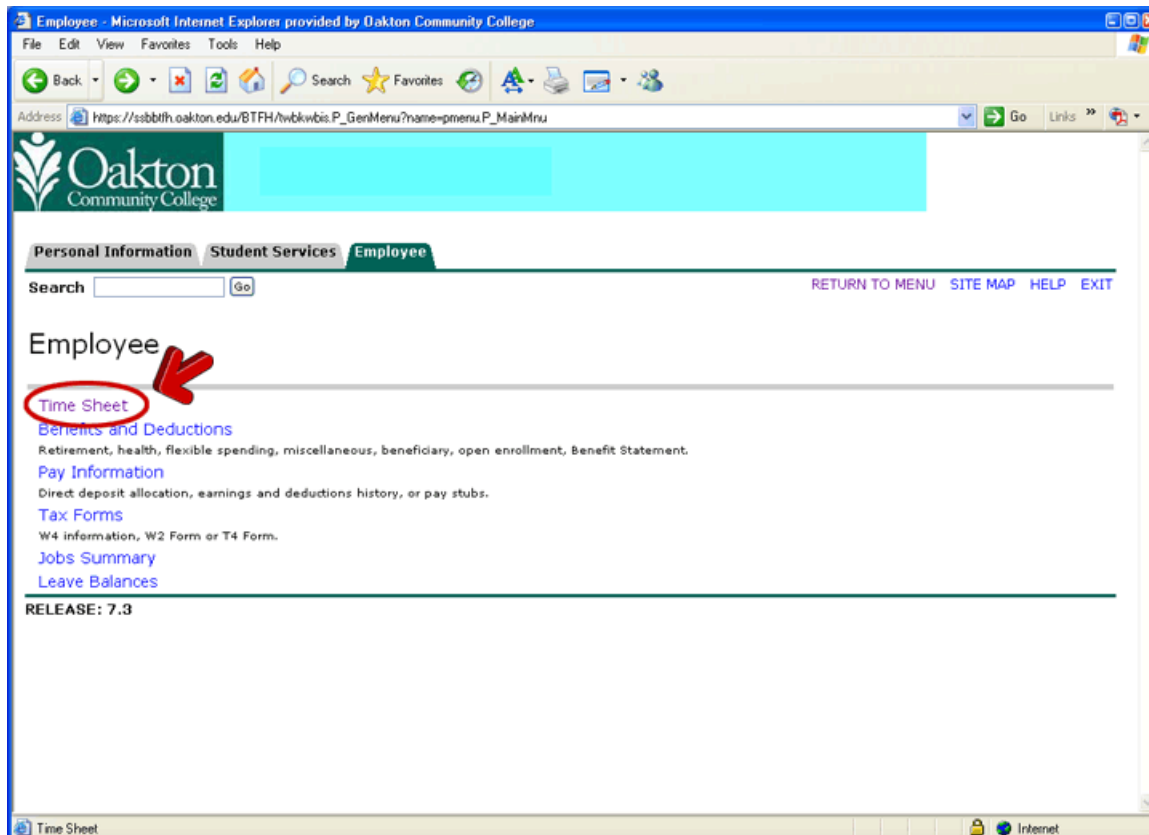
1. Log on to myOakton.
2. Click on **Register/Pay/Grades**.



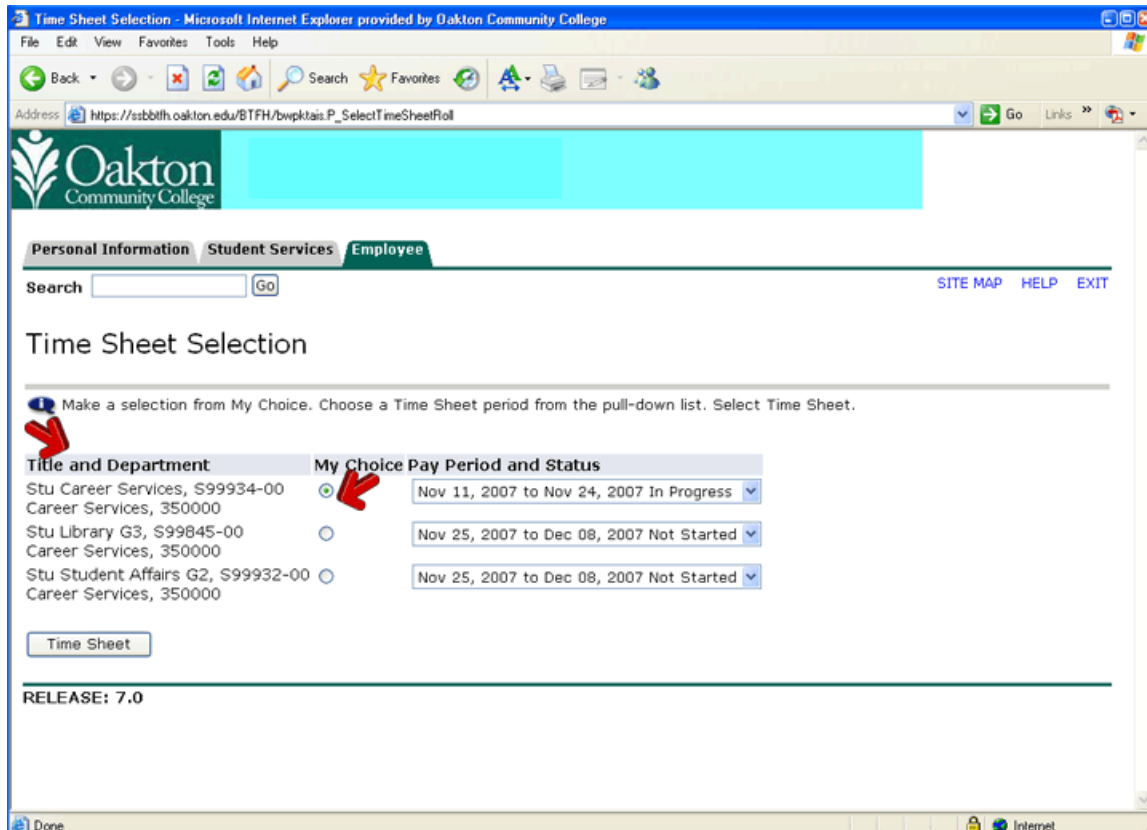
3. On the Main Menu page click on the **Employee** tab.



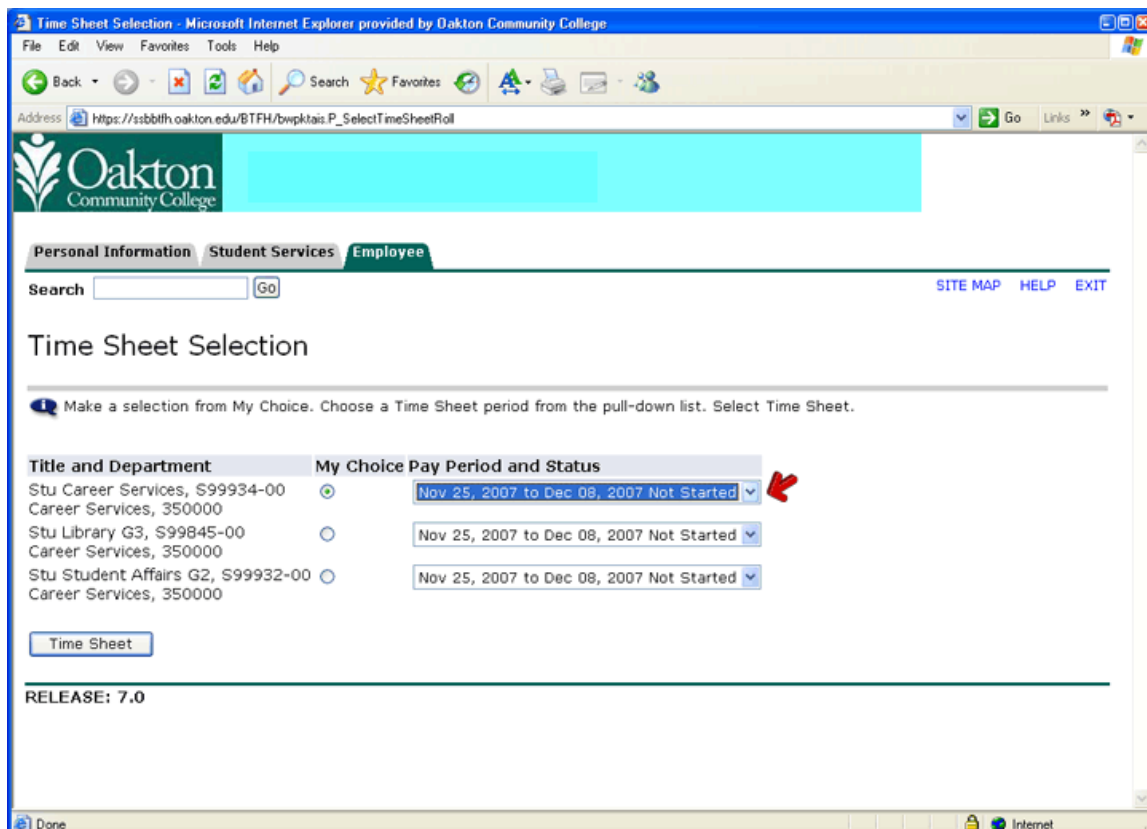
4. Click on **Time Sheet**.



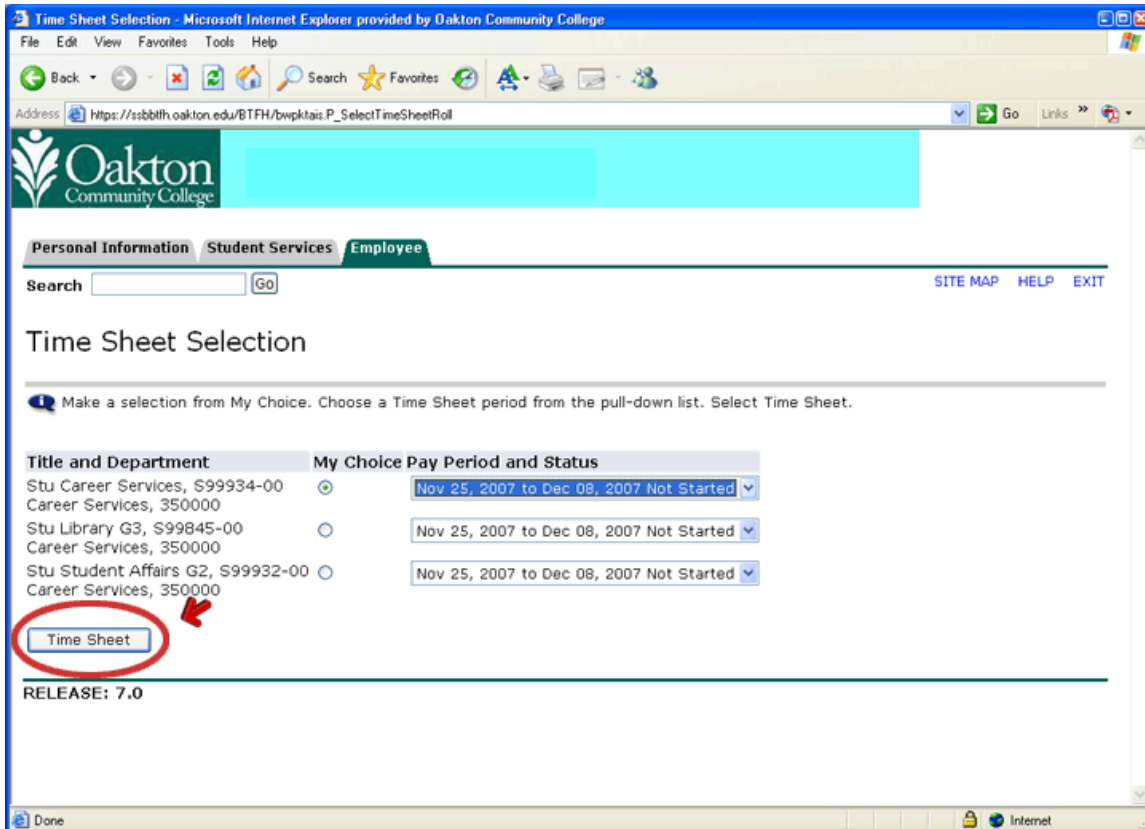
5. The Time Sheet Selection screen will open. You will have a separate Time Sheet for each of your student employee positions. The positions will be listed under the words **Title and Department**. Under **My Choice** click the radio button beside the position for which you would like to enter hours.



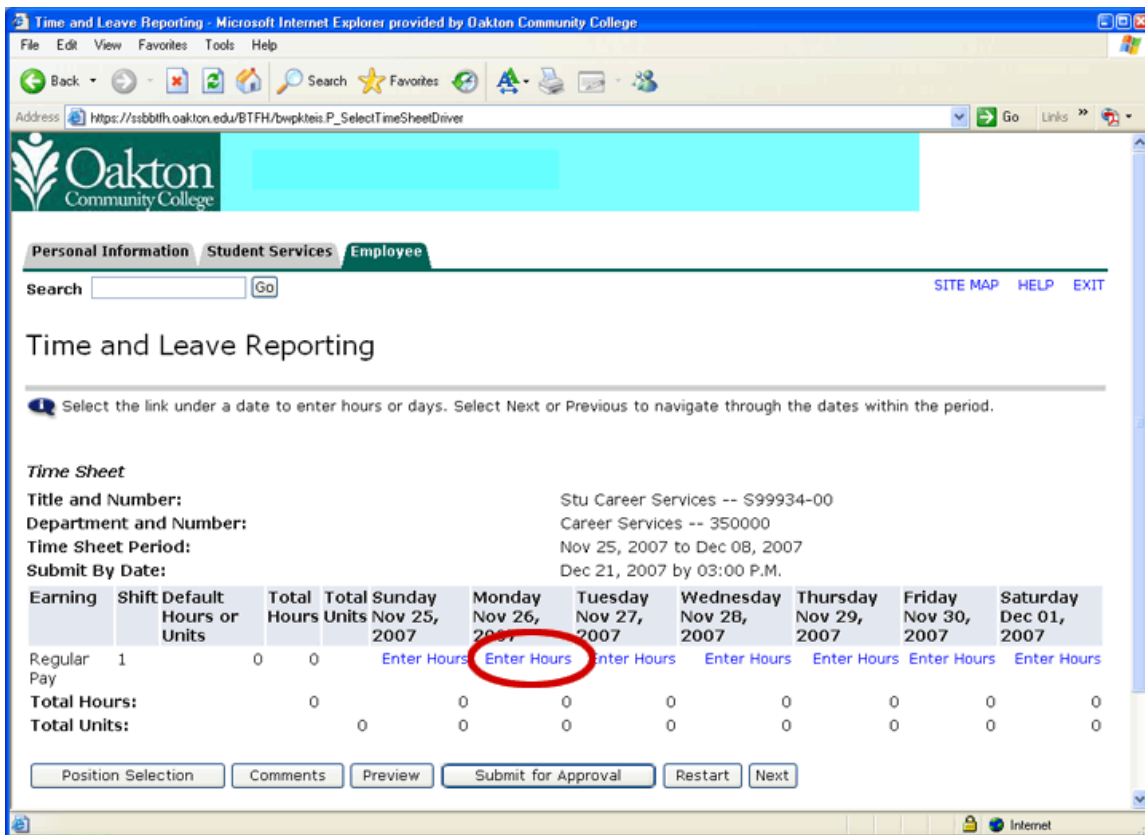
6. Under **Pay Period and Status** choose the correct time period from the pull-down list.



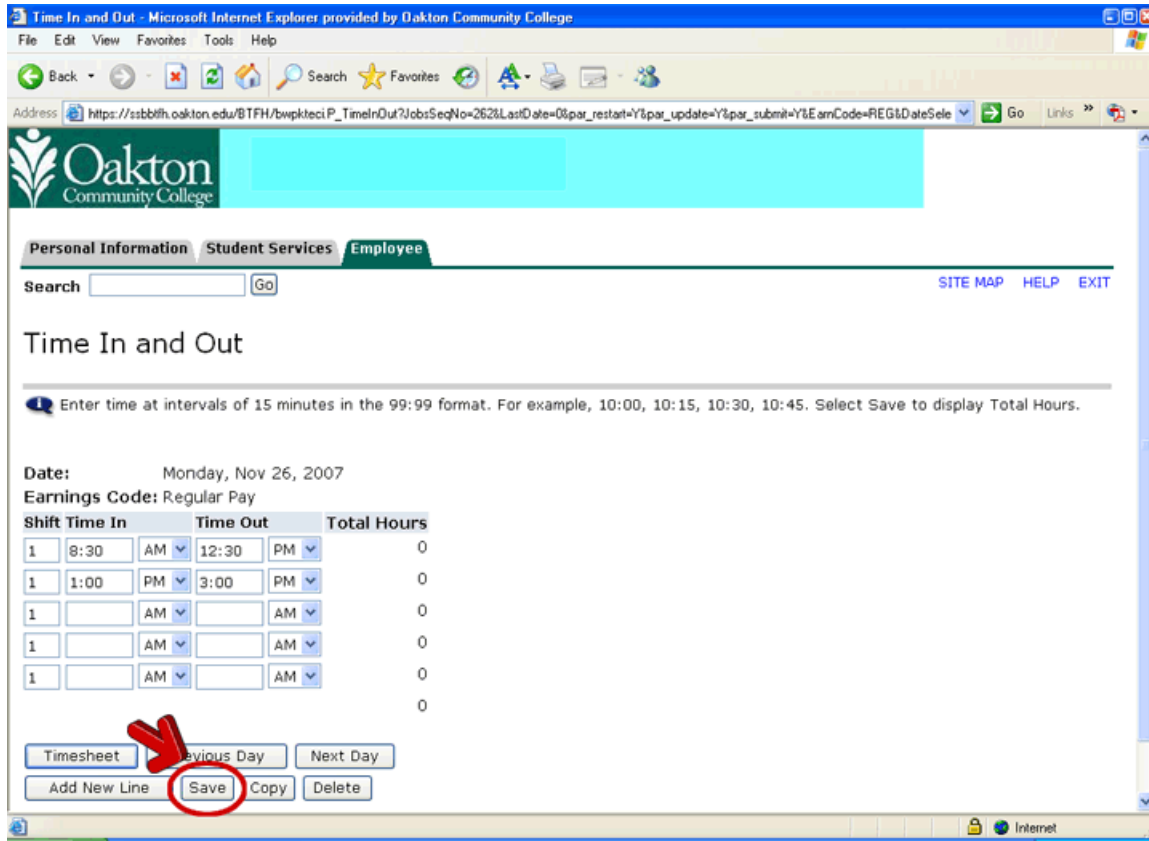
7. Click on the **Time Sheet** button.



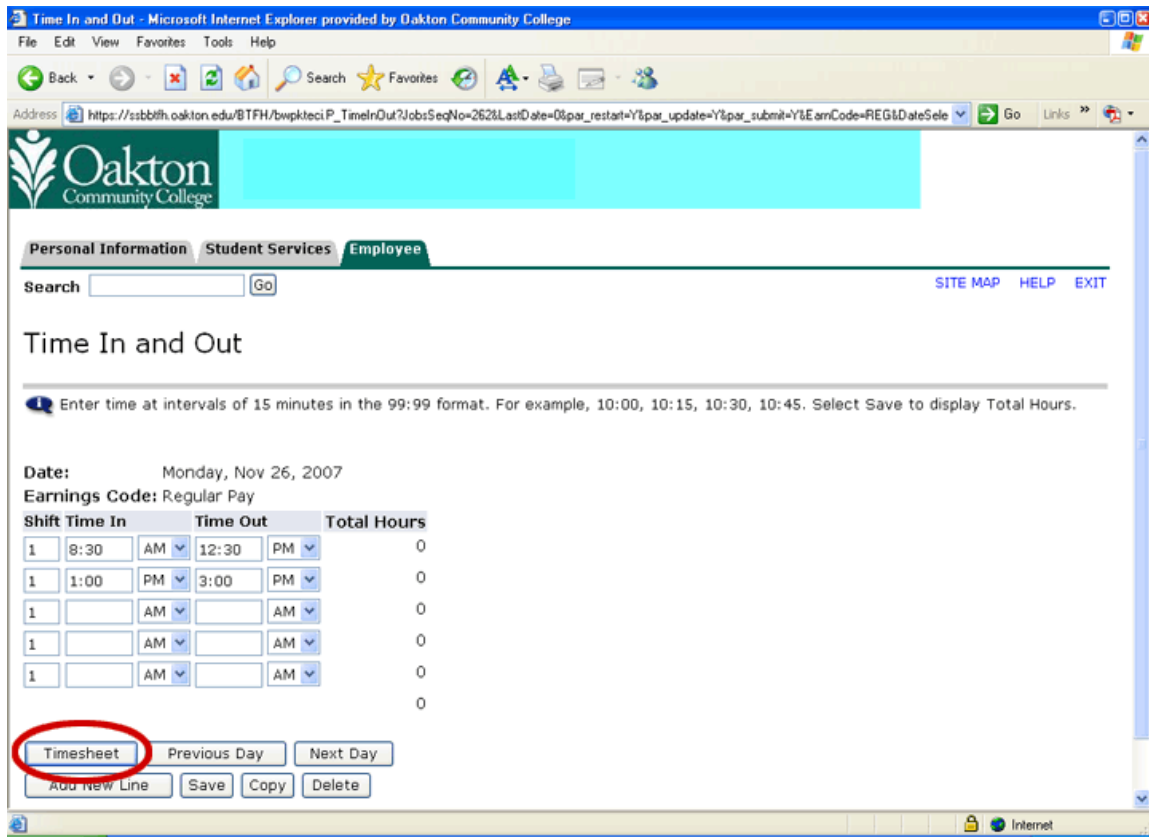
8. The Time and Leave Reporting screen will open. Click on **Enter Hours** for the appropriate day.



9. Enter your time in intervals of 15 minutes and select AM or PM. Click on **Save**.



10. Click on the **Timesheet** button.



11. Repeat for each day you worked at the position for that week.

12. When you are finished entering for the week click on the **Next** button for the second week of the pay period.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Stu Career Services -- S99934-00
 Department and Number: Career Services -- 350000
 Time Sheet Period: Nov 25, 2007 to Dec 08, 2007
 Submit By Date: Dec 21, 2007 by 03:00 P.M.

| Earning | Shift Default Hours or Units | Total Hours | Total Units | Sunday Nov 25, 2007 | Monday Nov 26, 2007 | Tuesday Nov 27, 2007 | Wednesday Nov 28, 2007 | Thursday Nov 29, 2007 | Friday Nov 30, 2007 | Saturday Dec 01, 2007 |
|---------------------|------------------------------|-------------|-------------|-----------------------------|---------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Regular Pay | 1 | 0 | 4 | Enter Hours | 4 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Total Hours: | | 4 | | 0 | 4 | 0 | 0 | 0 | 0 | 0 |
| Total Units: | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, **Next**

13. Enter your hours for the second week of the pay period.

14. Click on **Preview**.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Stu Career Services -- S99934-00
 Department and Number: Career Services -- 350000
 Time Sheet Period: Nov 25, 2007 to Dec 08, 2007
 Submit By Date: Dec 21, 2007 by 03:00 P.M.

| Earning | Shift Default Hours or Units | Total Hours | Total Units | Sunday Dec 02, 2007 | Monday Dec 03, 2007 | Tuesday Dec 04, 2007 | Wednesday Dec 05, 2007 | Thursday Dec 06, 2007 | Friday Dec 07, 2007 | Saturday Dec 08, 2007 |
|---------------------|------------------------------|-------------|-------------|-----------------------------|---------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| Regular Pay | 1 | 0 | 7 | Enter Hours | 3 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Total Hours: | | 7 | | 0 | 3 | 0 | 0 | 0 | 0 | 0 |
| Total Units: | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Buttons: Position Selection, Comments, **Preview**, Submit for Approval, Restart, Previous

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:
 RELEASE: 7.2.1.1

15. Review the time sheet for accuracy. After your review click on **Previous Menu**.

Summary of Reported Time

Set your printer layout to Landscape before printing.

Career Services, 350000

Stu Career Services, S99934-00

Time Sheet

| Earning Code | Shift | Total Hours | Total Units | Sunday, Nov 25, 2007 | Monday, Nov 26, 2007 | Tuesday, Nov 27, 2007 | Wednesday, Nov 28, 2007 | Thursday, Nov 29, 2007 | Friday, Nov 30, 2007 | Saturday, Dec 01, 2007 | Sunday, Dec 02, 2007 | Monday, Dec 03, 2007 | Tuesday, Dec 04, 2007 | Wednesday, Dec 05, 2007 |
|---------------------|-------|-------------|-------------|----------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|------------------------|----------------------|----------------------|-----------------------|-------------------------|
| Regular | 1 | 7 | | | 4 | | | | | | | 3 | | |
| Total Hours: | | 7 | | | 4 | | | | | | | 3 | | |
| Total Units: | | | 0 | | | | | | | | | | | |

Time In and Out, Regular Pay

| Sunday, Nov 25, 2007 | Monday, Nov 26, 2007 | Tuesday, Nov 27, 2007 | Wednesday, Nov 28, 2007 | Thursday, Nov 29, 2007 | Friday, Nov 30, 2007 | Saturday, Dec 01, 2007 | Sunday, Dec 02, 2007 | Monday, Dec 03, 2007 | Tuesday, Dec 04, 2007 | Wednesday, Dec 05, 2007 | Thursday, Dec 06, 2007 | Friday, Dec 07, 2007 | Saturday, Dec 08, 2007 |
|----------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|------------------------|----------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|------------------------|
| | 10:00 AM 02:00 PM | | | | | | | 10:00 AM 01:00 PM | | | | | |

Previous Menu

16. Make any corrections by simply clicking on the hours of the day you would like to fix.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Title and Number: Stu Career Services -- S99934-00
 Department and Number: Career Services -- 350000
 Time Sheet Period: Nov 25, 2007 to Dec 08, 2007
 Submit By Date: Dec 21, 2007 by 03:00 P.M.

| Earning | Shift | Default Hours or Units | Total Hours | Total Units | Sunday, Nov 25, 2007 | Monday, Nov 26, 2007 | Tuesday, Nov 27, 2007 | Wednesday, Nov 28, 2007 | Thursday, Nov 29, 2007 | Friday, Nov 30, 2007 | Saturday, Dec 01, 2007 |
|---------------------|-------|------------------------|-------------|-------------|----------------------|----------------------|-----------------------|-------------------------|------------------------|----------------------|------------------------|
| Regular | 1 | | 0 | 7 | Enter Hours | | 4 | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Total Hours: | | | | 7 | | 0 | 4 | 0 | 0 | 0 | 0 |
| Total Units: | | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Position Selection Comments Preview Next

17. When you are certain that your time sheet is complete (**FOR BOTH WEEKS OF THE PAY PERIOD**) click on **Submit for Approval**. You cannot make any changes once you click on the **Submit for Approval** button.

The screenshot shows the 'Time and Leave Reporting' web application. The 'Employee' tab is selected. The page displays the following information:

Time Sheet
Title and Number: Stu Career Services -- S99934-00
Department and Number: Career Services -- 350000
Time Sheet Period: Nov 25, 2007 to Dec 08, 2007
Submit By Date: Dec 21, 2007 by 03:00 P.M.

| Earning | Shift Default Hours or Units | Total Hours | Total Units | Sunday Nov 25, 2007 | Monday Nov 26, 2007 | Tuesday Nov 27, 2007 | Wednesday Nov 28, 2007 | Thursday Nov 29, 2007 | Friday Nov 30, 2007 | Saturday Dec 01, 2007 |
|---------------------|------------------------------|-------------|-------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|-----------------------|
| Regular | 1 | 0 | 7 | Enter Hours | 4 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Pay | | | | | | | | | | |
| Total Hours: | | 7 | | 0 | 4 | 0 | 0 | 0 | 0 | 0 |
| Total Units: | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Buttons: Position Selection, Comments, Preview, **Submit for Approval** (circled in red), Restart, Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 7.2.1.1

18. After you have submitted your time sheet for approval you can check the approval status by going back into the timesheet.

The screenshot shows the 'Time and Leave Reporting' web application after submission. The 'Employee' tab is selected. The page displays the following information:

Time Sheet
Title and Number: Stu Career Services -- S99934-00
Department and Number: Career Services -- 350000
Time Sheet Period: Nov 25, 2007 to Dec 08, 2007
Submit By Date: Dec 21, 2007 by 03:00 P.M.

| Earning | Shift Default Hours or Units | Total Hours | Total Units | Sunday Nov 25, 2007 | Monday Nov 26, 2007 | Tuesday Nov 27, 2007 | Wednesday Nov 28, 2007 | Thursday Nov 29, 2007 | Friday Nov 30, 2007 | Saturday Dec 01, 2007 |
|---------------------|------------------------------|-------------|-------------|---------------------|---------------------|----------------------|------------------------|-----------------------|---------------------|-----------------------|
| Regular | 1 | 0 | 7 | Enter Hours | 4 | Enter Hours | Enter Hours | Enter Hours | Enter Hours | Enter Hours |
| Pay | | | | | | | | | | |
| Total Hours: | | 7 | | 0 | 4 | 0 | 0 | 0 | 0 | 0 |
| Total Units: | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

Buttons: Position Selection, Comments, Preview, Submit for Approval, Restart, Next

Submitted for Approval By: (circled in red)
Approved By:
Waiting for Approval From:
RELEASE: 7.2.1.1