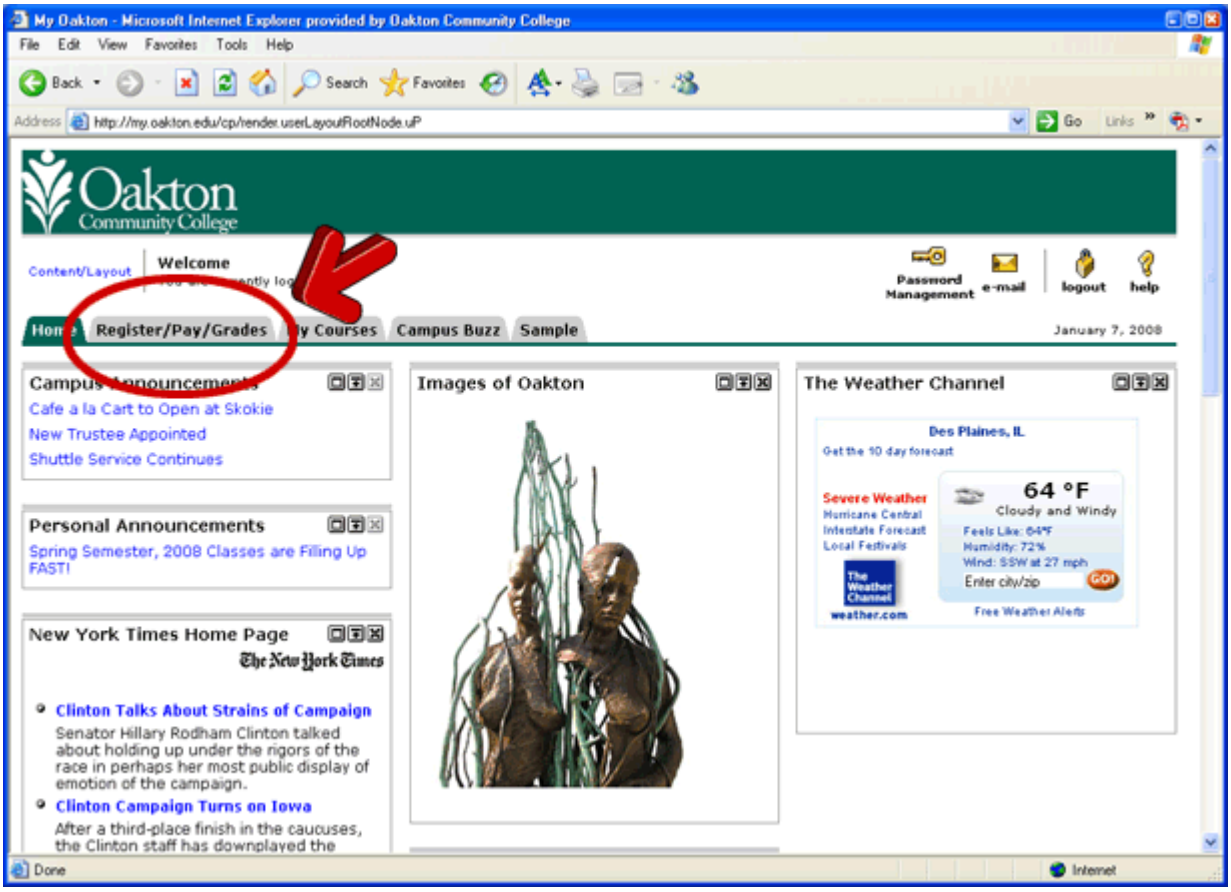
Instructions for Completing a Student Employee Time Sheet

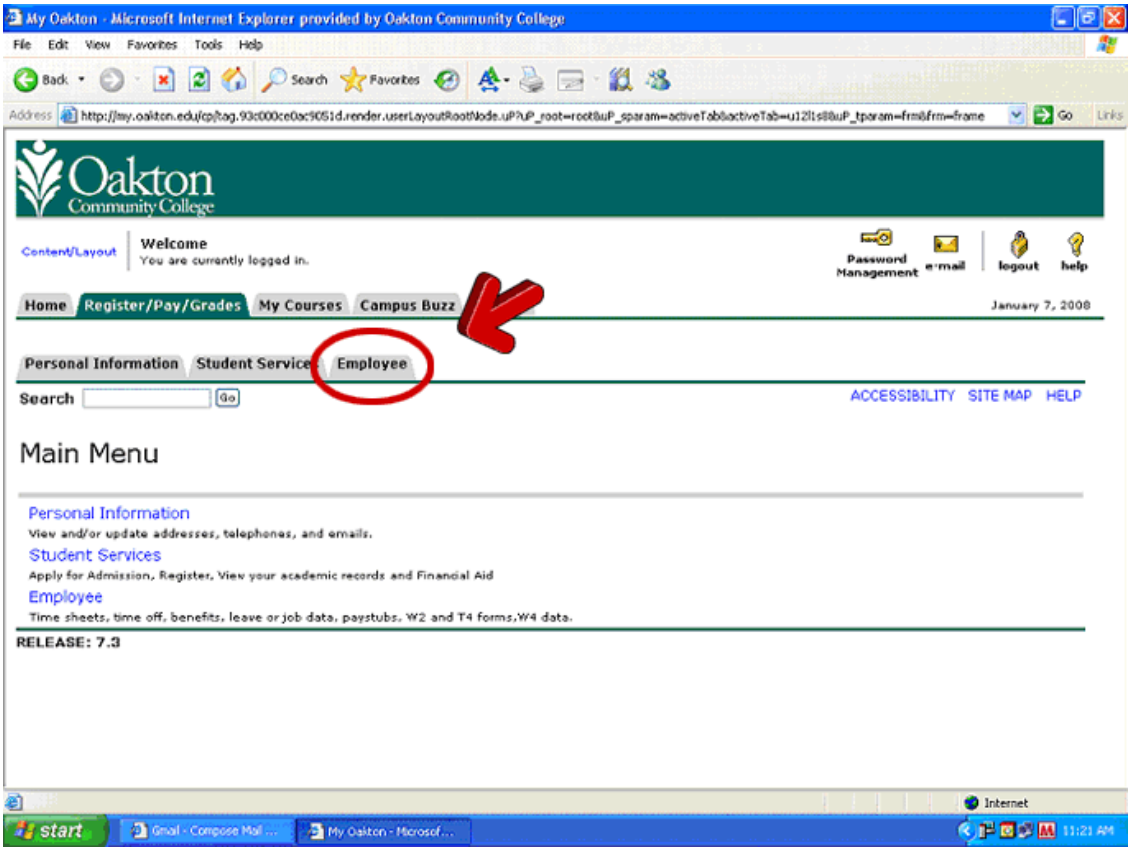
Remember:

- 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.

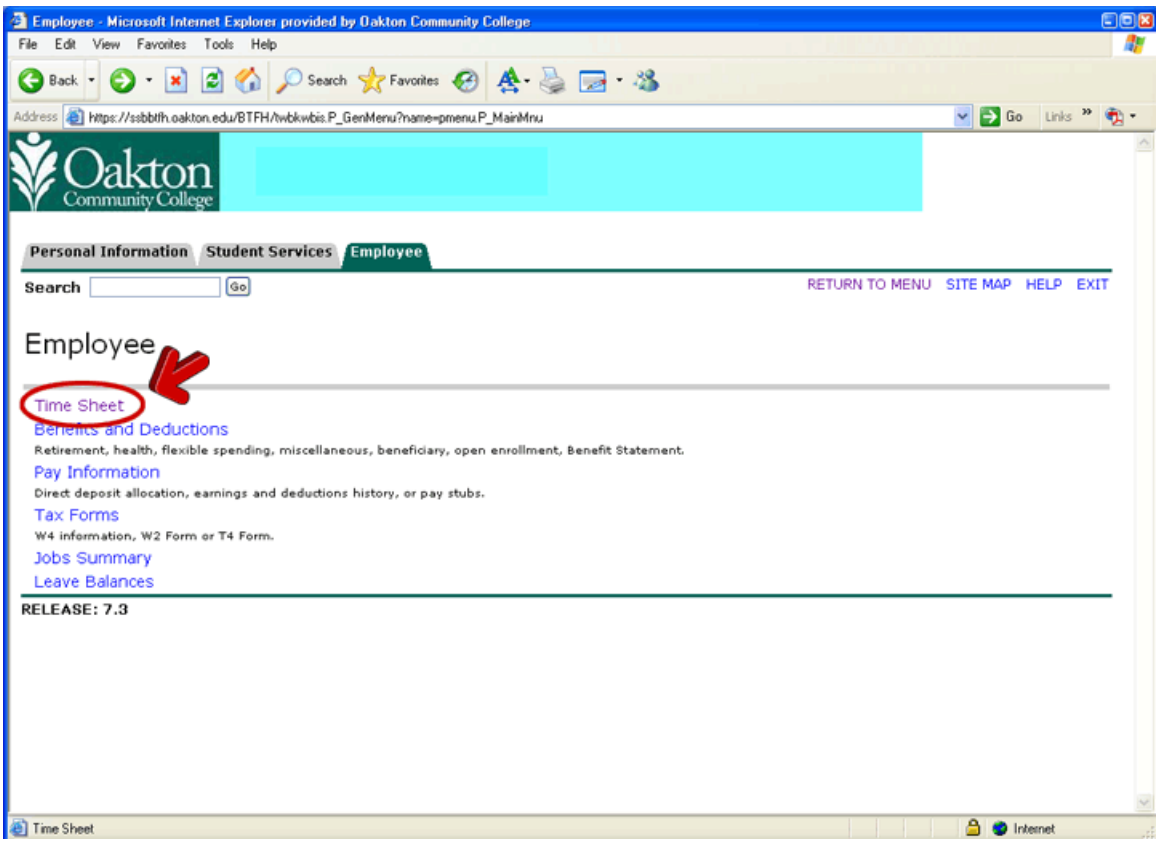
1. Log on to myOakton.
2. Click on **Register/Pay/Grades**.



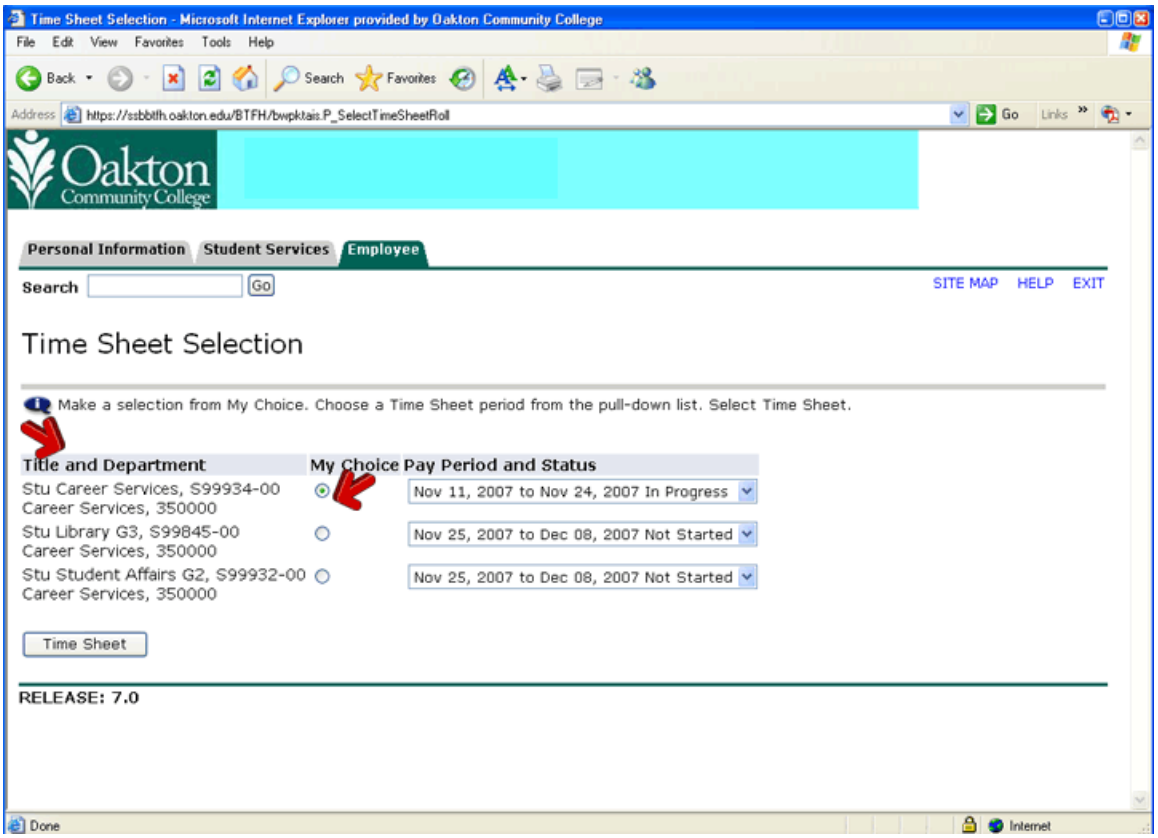
3. On the Main Menu page click on the **Employee** tab.



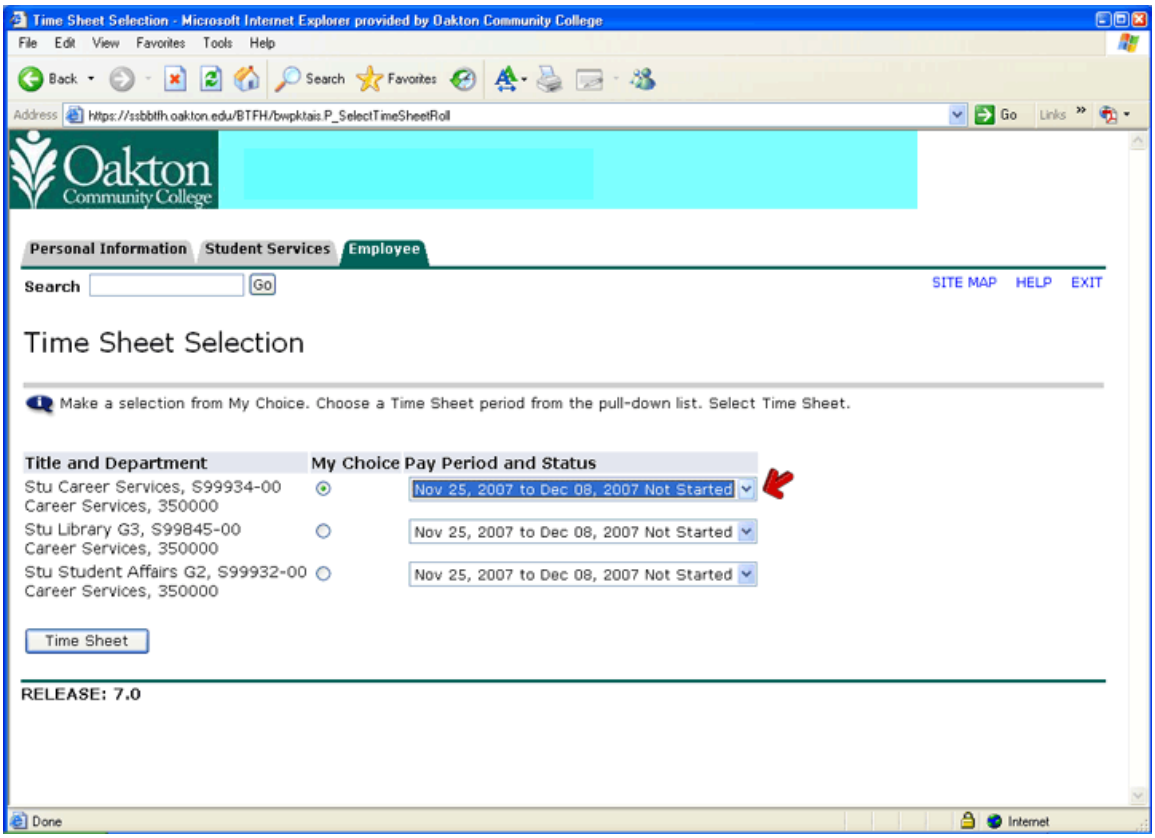
4. Click on **Time Sheet.**



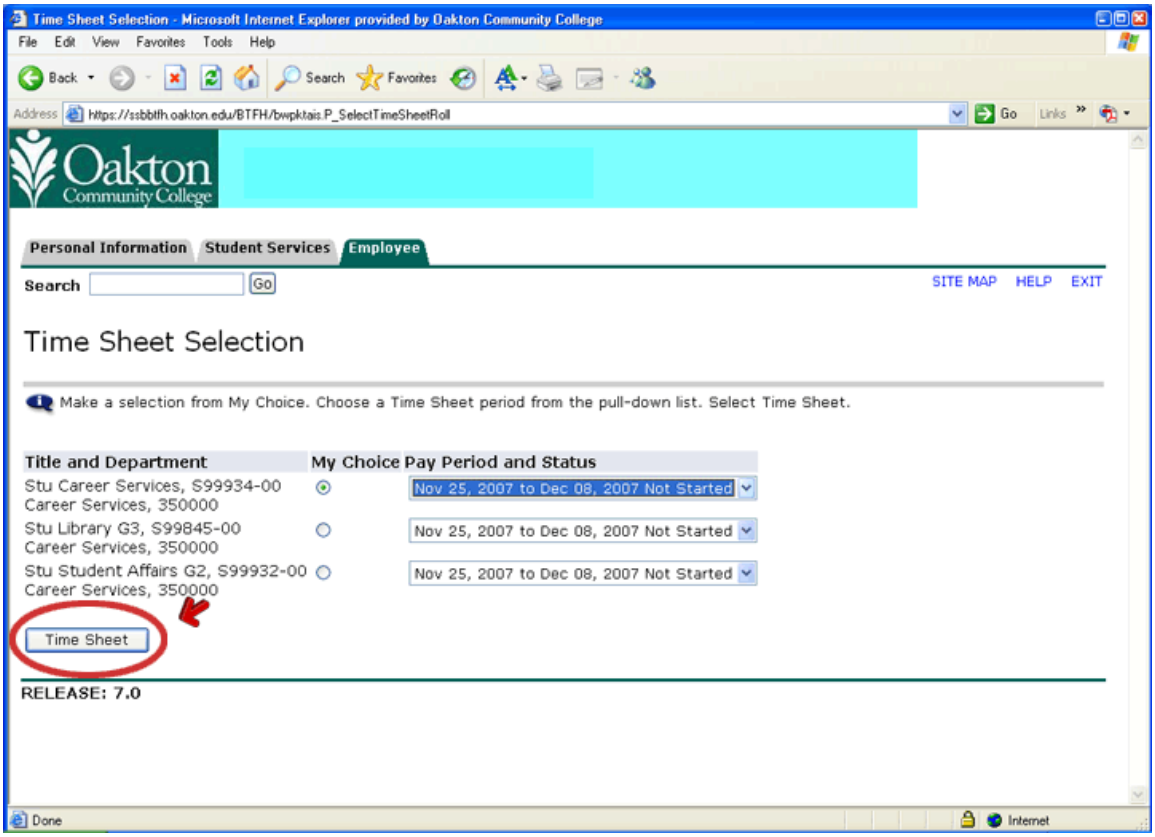
5. The Time Sheet Selection screen will open. You will have a separate Time Sheet for each of your student employee positions. The positions will be listed under the words **Title and Department.** Under **My Choice** click the radio button beside the position for which you would like to enter hours.



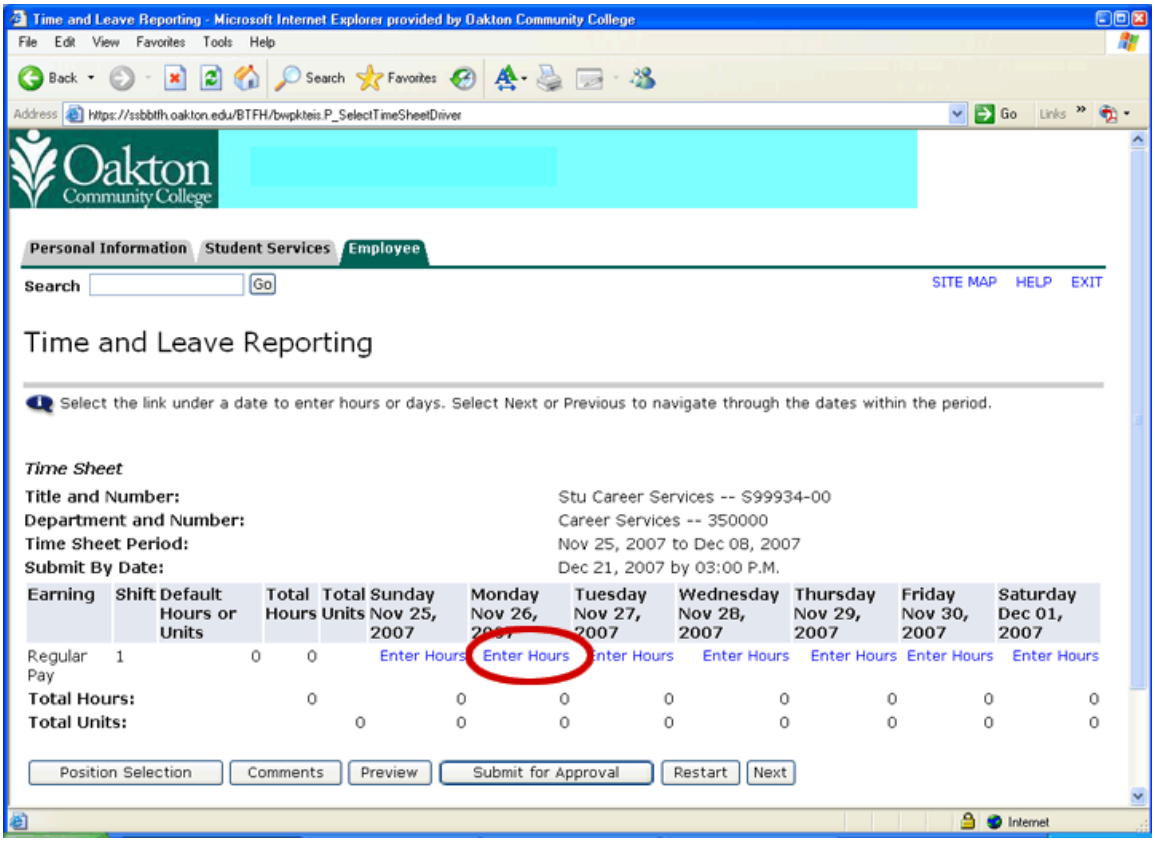
6. Under **Pay Period and Status** choose the correct time period from the pull-down list.



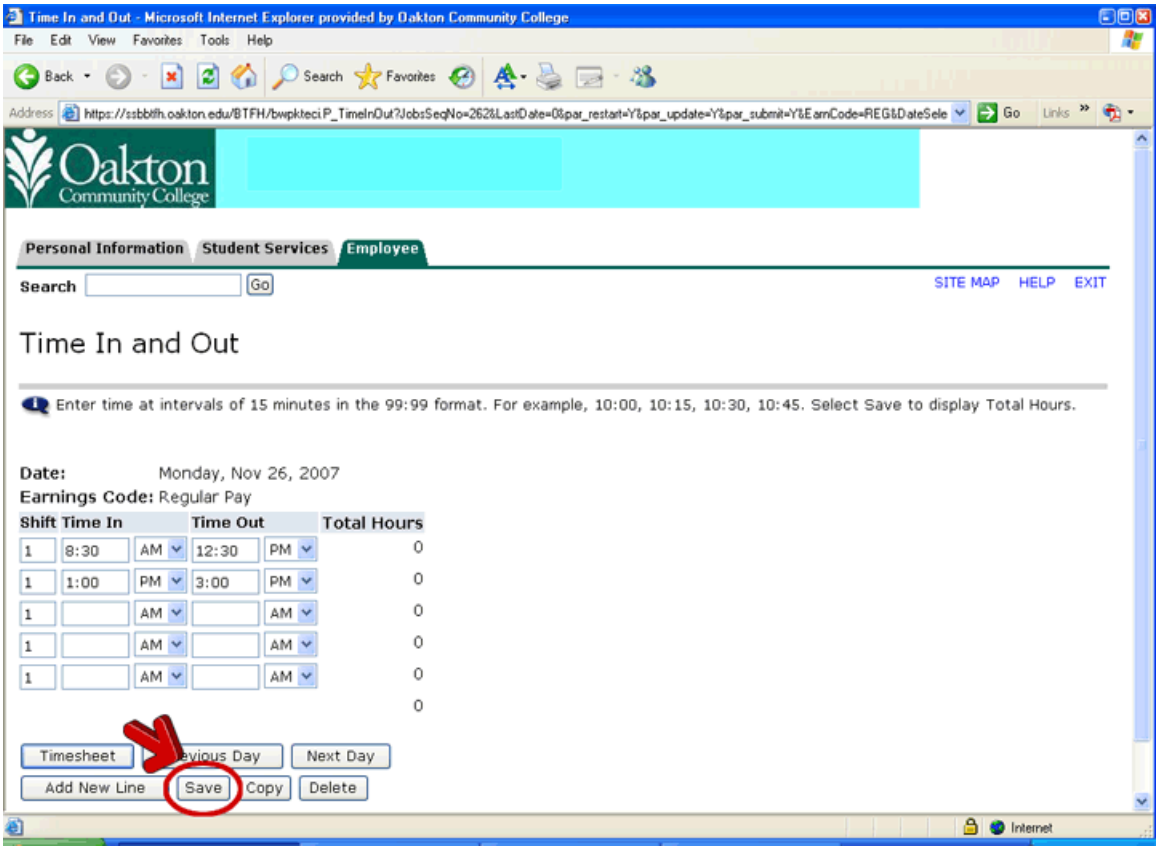
7. Click on the **Time Sheet** button.



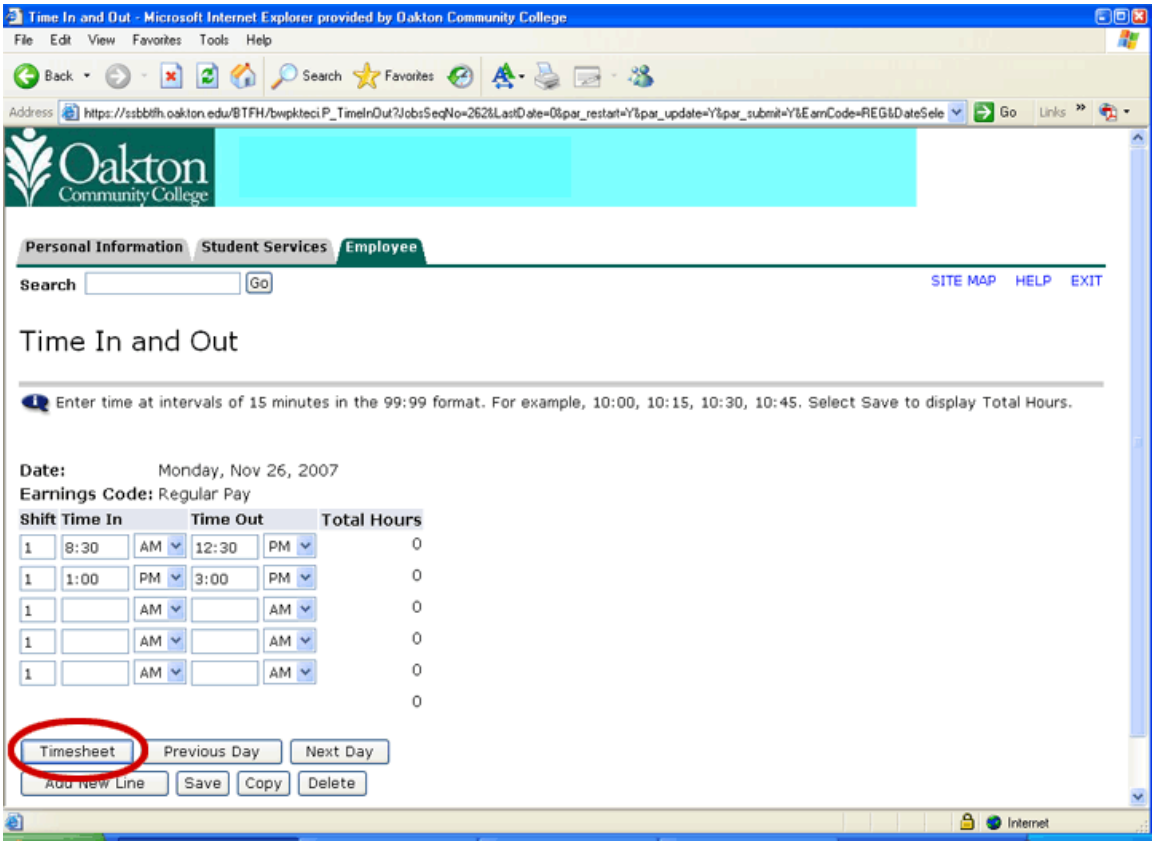
8. The Time and Leave Reporting screen will open. Click on **Enter Hours** for the appropriate day.



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

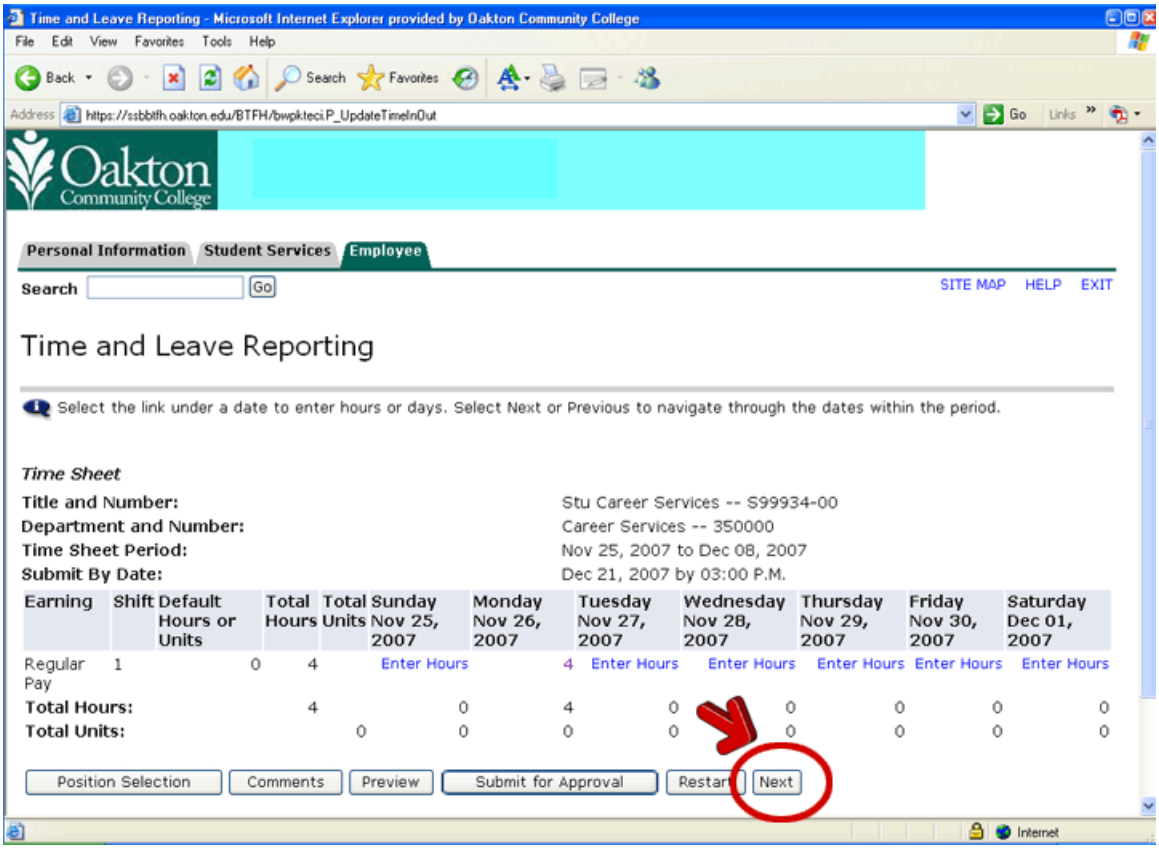


10. Click on the **Timesheet** button.



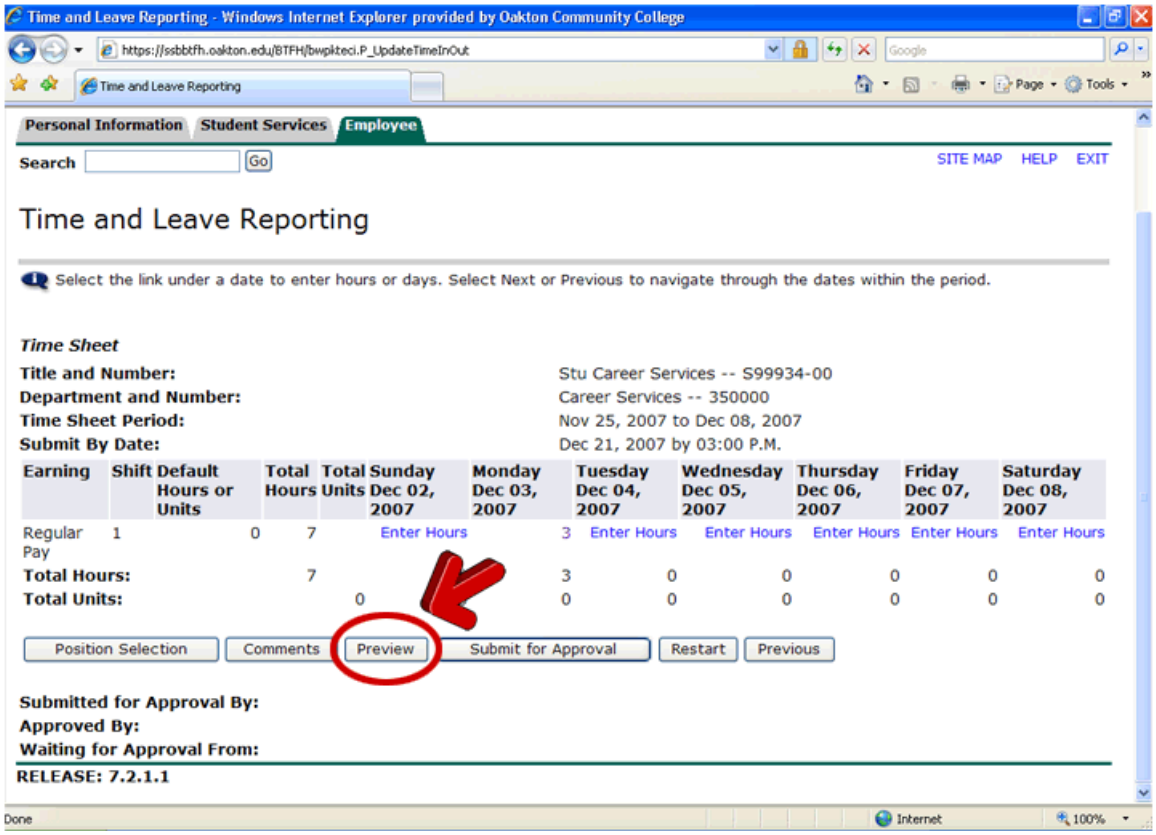
11. Repeat for each day you worked at the position for that week.

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

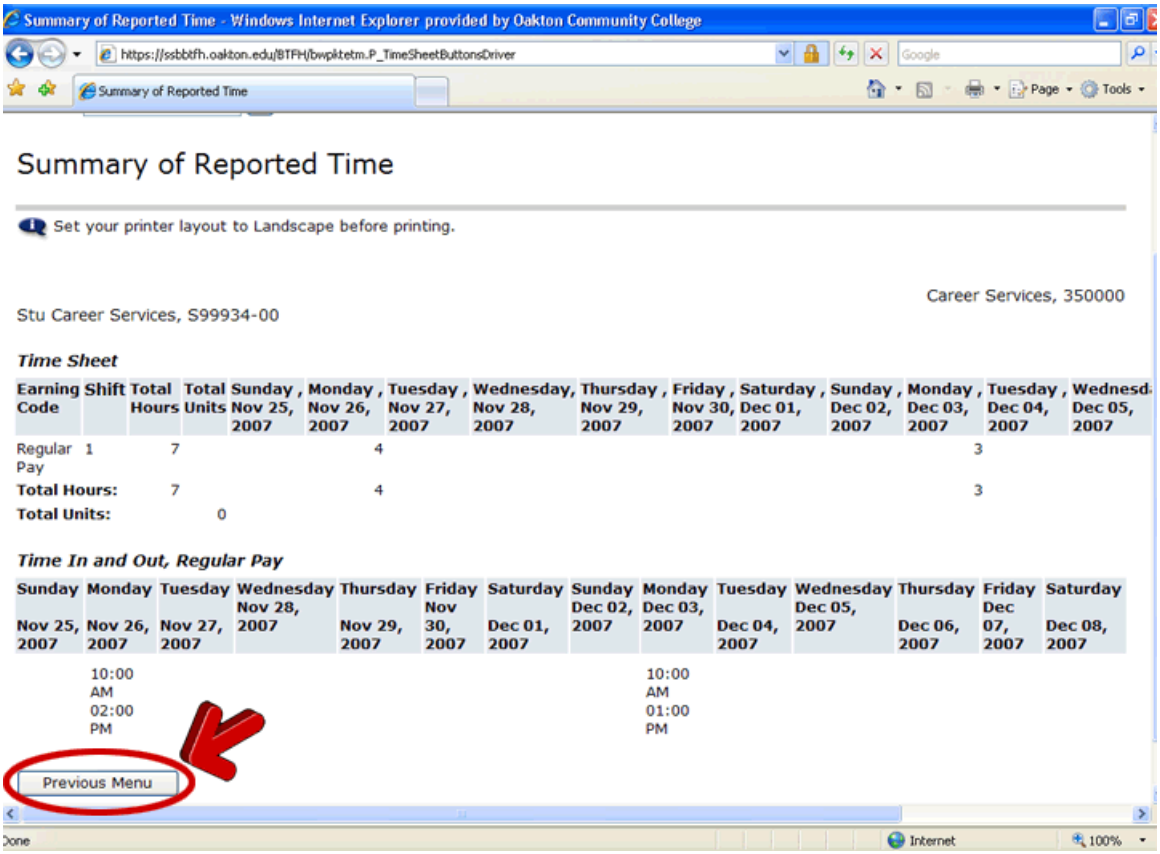


13. Enter your hours for the second week of the pay period.

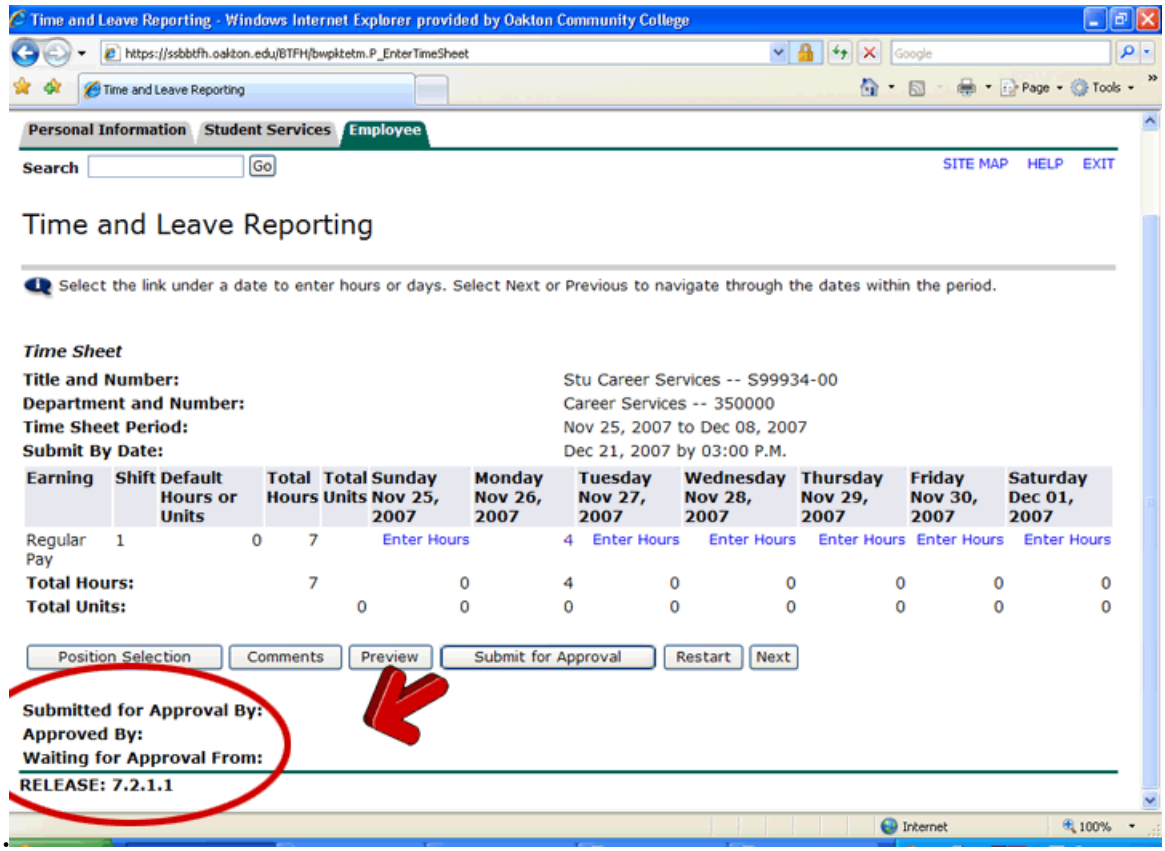
14. Click on **Preview.**



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



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

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.

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