



Search

Time Sheet Selection

Select Time Sheet Choose a Time Sheet period from the pull-down list.

Title and Department

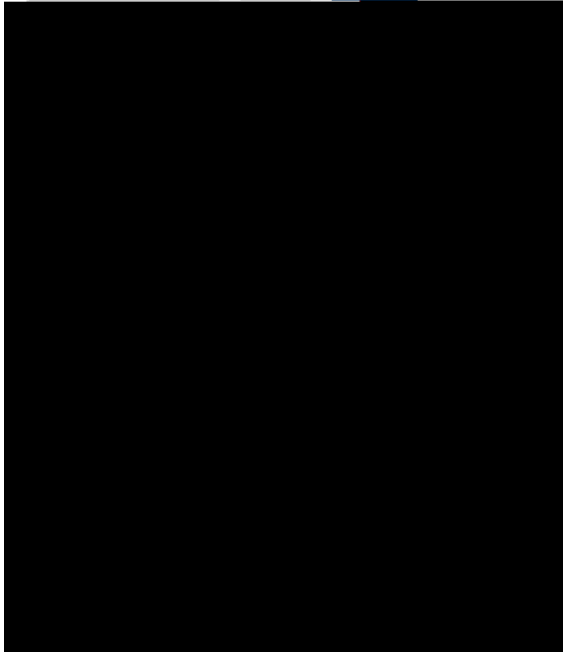
My Choice Pay Period and Status

Title and Department	My Choice Pay Period and Status
MP Student Assistant, CM	

RELEASE: 8.12.1.5

© 2008 Ellie Mae Company, L.P. and its affiliates. All rights reserved.

Enter the time intervals for the date selected. Ensure that you account for breaks, change AM and PM as appropriate, and do not enter your hours in 24-hour time format. The "Copy" button will copy the same intervals to another day or set of days. The "Delete" button will delete all time intervals for that day. Once you have entered your time intervals for that day click the "Save" button at the bottom.



Time In and Out

Monday, Aug 08, 2022

Total Hours	Shift	Time In	Time Out	Total
0	1	08:30 AM	01:30 AM	
0	2	01:30 AM	08:30 AM	
0	3	08:30 AM	01:30 AM	
0	4	01:30 AM	08:30 AM	
0	5	08:30 AM	01:30 AM	
0	6	01:30 AM	08:30 AM	
0	7	08:30 AM	01:30 AM	
0	8	01:30 AM	08:30 AM	
0	9	08:30 AM	01:30 AM	
0	10	01:30 AM	08:30 AM	
0	11	08:30 AM	01:30 AM	
0	12	01:30 AM	08:30 AM	

Time Sheet Previous Day Next Day

RELEASE: 9.14.0.1

© 2022 [Company Name] All rights reserved.

Clicking "Save" should generate total hours for that day in the rightmost column as well as an account distribution with totals at the bottom of the page. To enter in hours for other days or see the rest of your timesheet, click the "Timesheet" button at the bottom of the page. This will bring you back to Time and Leave Reporting.

[Personal Information](#)
[Student](#)
[Employee](#)

Search

Time In and Out

Monday, Aug 08, 2022 Date: Monday
 Regular Pay Earnings Code: Regular

Time Out	Total Hours	Shift	Time In
AM 11:30 AM	0	1	08:30
PM 03:00 PM	0	1	12:00
AM	0	1	
AM	0	1	
AM	0	1	

Account Distribution

Earnings Code	Shift	Hours
Regular Pay	1	0

© 2022 Ellicia

On the Time and Leave Reporting page you can enter hours worked for other days of the pay period and look at the totals for the week and the pay period. To access a different week of the pay period you can click "Next" or "Previous". Once all of your hours for the pay period have been entered click "Submit for Approval". This will lock the Time Sheet and send it to your supervisor for approval.

In the left main menu under select the arrow next to . Then, select . This contains information about earnings history, pay stubs, deductions history, and earnings by position. Earnings History will show the earnings for a particular year by earnings code. Pay Stub will show pay stubs from Ovi()\$ear b

In the left main menu under _____ select the arrow next to _____. Then, select _____. The Tax Forms link contains information about W-4 Exemptions or Allowances, Electronic W-

In the left main menu under **Tools** select the arrow next to **Benefits and Pay Information**. Then, select **Jobs Summary**. The Jobs Summary link contains a list of all positions both past and present that you have held with the College including beginning and ending dates for all positions.

