Federal Work Study Students

Instructions on How to Use Self Service Web Time Entry

Introduction

1. Click **Time Sheet** to enter time worked.



2. Choose the Time Sheet Period that you would like to enter your time worked. Then dick Time Sheet.

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5. Click Save. To clear all hours and start over click Restart.

6.

7. Click "Previous"

11. Sign-off on your timesheet electronically by entering your U-Online password & click Submit.

