

ONLINE WORK STUDY TIME SHEET INSTRUCTIONS

1. Access the Online time sheet via <https://sso.loyno.edu>.
2. Click on the "EWS" icon.
3. Click on the "College Work Study Time Sheet Entry" link.
4. Record your hours by rounding the minutes to quarter hour using decimal amounts.
For Example: 15 minutes = 0.25, 30 minutes = 0.50, 45 minutes = 0.75 hour.

College Work Study Employee Time and Attendance Record

 Please complete this timesheet before 06/05/2019 at 10:00 AM.

Employee Name:	[REDACTED]
Dept:	11350 - Philosophy
Location Code:	280
Job Title:	[REDACTED]
Total Hours Remaining to Work:	70.18

Start Date 04/21/2019 **End Date** 05/18/2019

Description	Total Hours	Sun.	Mon.	Tue.	Wed.	Thurs.	Fri.	Sat.
Week 1	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week 2	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week 3	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Week 4	0.00	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total	0.00							

5. All time must be entered in the appropriate row for each day worked and by the deadline noted above your name.
6. When all time is entered, click on the "Update Time" button.
7. You should see a message that says "Your time has been successfully updated"
8. Click "Exit" to close EWS.

NOTE: If you have hours to submit and you miss the deadline OR you see a message saying "Your manager has already approved your time sheet," you should immediately contact your supervisor or manager. They will need to enter your missing hours and approve your time sheet.

9. Supervisors have until 1pm to enter hours and approve time sheets before payroll is processed. After this 1pm deadline, all time sheets will be locked for processing and students and supervisors will have view only access.
10. Hours not entered by the supervisor's 1pm deadline must be submitted using a paper time sheet and **DELIVERED IN PERSON** by 3PM on the deadline day to the Payroll Department located in Mercy Hall, Room 102. This paper time sheet must be signed by the supervisor!
11. After payroll processing, time sheets may be viewed by clicking on the "Time Sheet History" link.
12. A new time sheet for the next pay period will be available the day after payroll has been processed.
13. A "friendly email reminder" will be sent to your "my.loyno.edu" email address about 3 days prior to the time sheet deadline.