**Student Time Entry Instructions – Current Timecard**

To create a timecard for the current pay period navigate to "Time and Absences" from the "Me" tab and select "Current Timecard". **If you are trying to create your timecard on the Monday time entry deadline, you will need to create it from "Existing Timecards" (see instructions here).** The "Current Timecard" shows the timecard for the current pay period as of the day you are accessing it, not the timecard that is due that day.
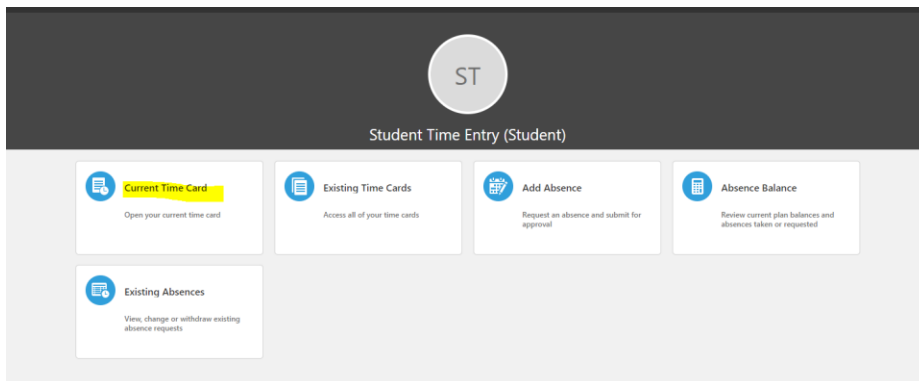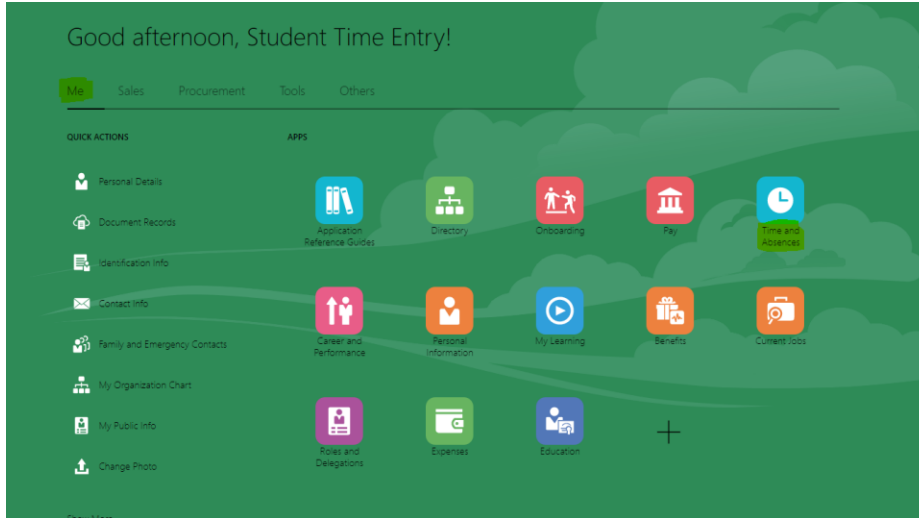
After selecting "Current Timecard" you will see a blank timecard with the status "New" in the top left corner. If you are accessing a timecard that you had previously saved through "Current Timecard", it will have the status of "Saved" in the top left corner and your saved entries will appear.
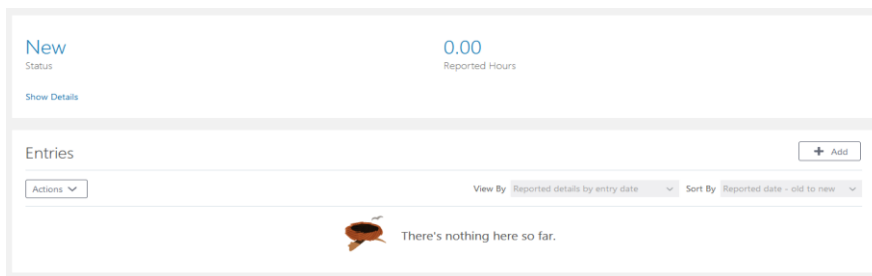
From here, to add a new entry, select the "Add" button.

Next, select the position you would like to enter hours for. If you need to enter hours in multiple positions, you will need to create new entries for each of your positions.

Select the payroll time type, "EARN MIDD Student Hourly".

Next, select the dates you would like to enter hours for. Please note that you may select multiple dates *if* you worked the same number of hours on each date. For example, if you worked 3 hours on April 17th, 19th, and 21st, you would select all of these dates and then enter a quantity of 3 hours. However, if you worked 3 hours on April 17th, then 1 hour on the 19th, and 2 hours on the 21st, you would need to do three separate entries.
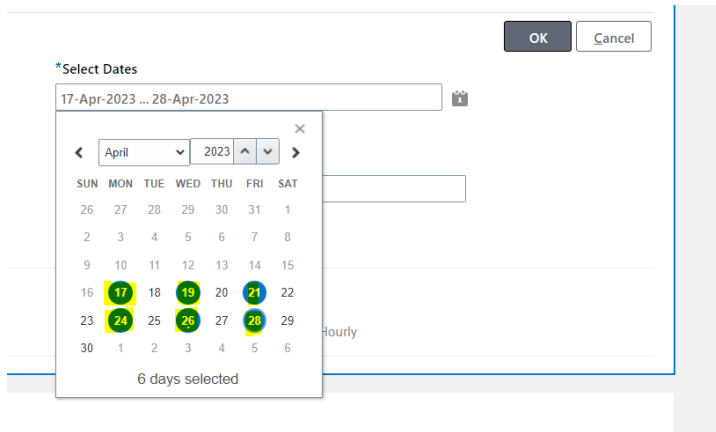
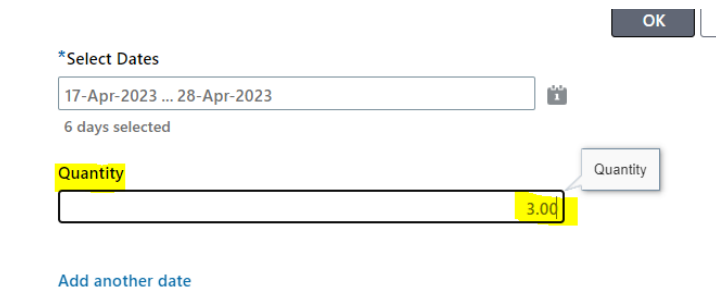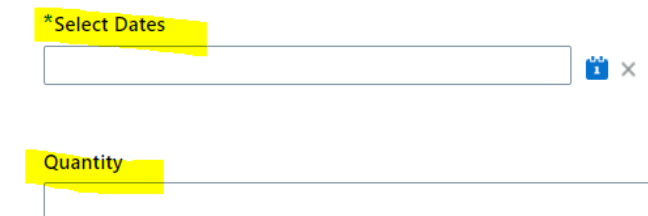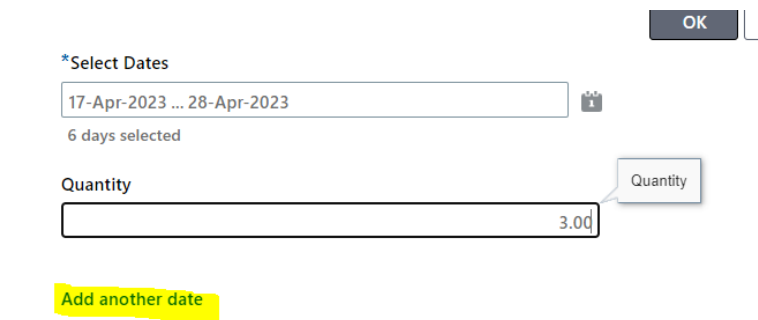Enter the quantity of hours you worked. As stated above, this quantity will populate for each date selected, so be sure you select the correct corresponding dates for your hour quantities.

If you need to add another date with a different hour quantity, select "Add another date", and proceed with selecting the date(s) and entering the quantity.

Once you are done entering all of your dates and hour quantities select "Ok".

You will then see a list of all of the dates and hours you have entered.

If you are not ready to submit your timecard, select "Actions", and then "Save and Close" to save your progress. Please note that this will just save your timecard, if your timecard remains in "Saved" status it will not be processed through payroll.
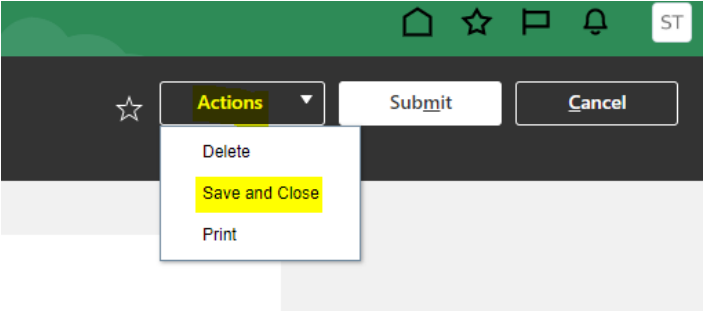
If you are ready to submit your timecard for approval, select the "Submit" button at the top right of your screen.