





How to Access Time Sheet

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W4 information, W2 Form or T4 Form, Marital status and number of Dependents, UD Sales tax exempt form.
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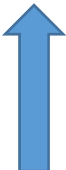
Personal Information Student Financial Aid **Employee**

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Position Selection

 To select a position, click under Position, choose the Time Sheet Period and click Select.


Title and Department	My Choice	Pay Period and Status
Summer/Winter Work Opp, CW9940-01 Human Resources, 72101	<input checked="" type="radio"/>	Aug 13, 2016 to Aug 26, 2016 Not Started ▼



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Time Sheet

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet

Title and Number: Summer/Winter Work Opp -- CW9940-01
 Department and Number: Human Resources -- 72101
 Time Sheet Period: Aug 13, 2016 to Aug 26, 2016
 Submit By Date: Aug 30, 2016 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 13, 2016	Sunday Aug 14, 2016	Monday Aug 15, 2016	Tuesday Aug 16, 2016	Wednesday Aug 17, 2016	Thursday Aug 18, 2016	Friday Aug 19, 2016
Student Earnings	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Regular Pay	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Docked Pay-non cash	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime (1 1/2)	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Student Summer with FICA	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Submitted for Approval By:

