

HOW-TO GUIDE:

Timesheet Entry for FHSU Student Employee: Salary

This guide explains how a salary FHSU student employee can enter a timesheet in Workday.

- Salary students must submit a timesheet **each pay period** for verification.

The recommended browser for accessing Workday is Google Chrome. Mozilla Firefox and Apple Safari may also be used.

For assistance or training using these procedures, contact the FHSU Student Employment Office, Picken Hall 207A, at 785-628-5227.

Steps:

1. Go to <https://www.myworkday.com/fhsu> and **sign in** to Workday using your TigerNetID username and password.

2. From the Workday home page, click on the **Time** worklet (*Figure 1*).

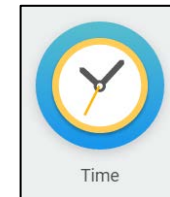
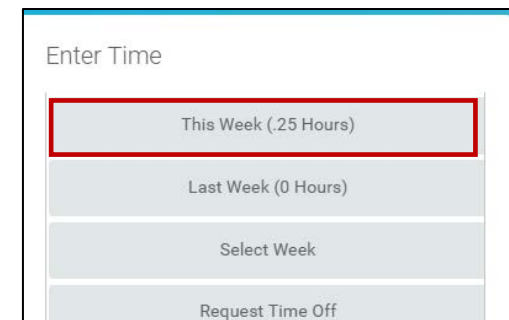


Figure 1

3. **Salary students must submit a timesheet each pay period for verification.** A *Work Certification* time block will be auto populated to all salary students' timesheets.

4. To submit the timesheet for the pay period, select the **week** under *Enter Time* (*Figure 2*), then

click **Submit** .




Enter Time	
<input type="radio"/>	This Week (.25 Hours)
<input type="radio"/>	Last Week (0 Hours)
<input type="button" value="Select Week"/>	
<input type="button" value="Request Time Off"/>	

Figure 2

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5. A *Submit Time* verification page displays with a summary of the hours entered for the pay period. By clicking **Submit** on this page, you will certify that the hours entered are a true and full representation of your work for the week. Click **Submit**  to start the business process.
6. **NOTE:** The second step for the employee to 'Certify Effort' has been removed and added to the step above. Once the timesheet has been submitted in Step 4, the timesheet will immediately route to the manager for approval.
7. Once the time has been approved, the *Exempt Acknowledgement* block will display a green bar to indicate *Approved* status.

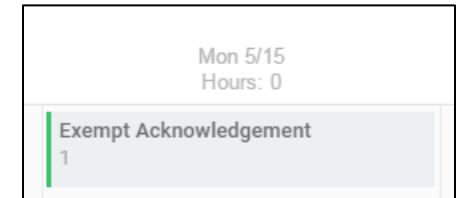


Figure 3