

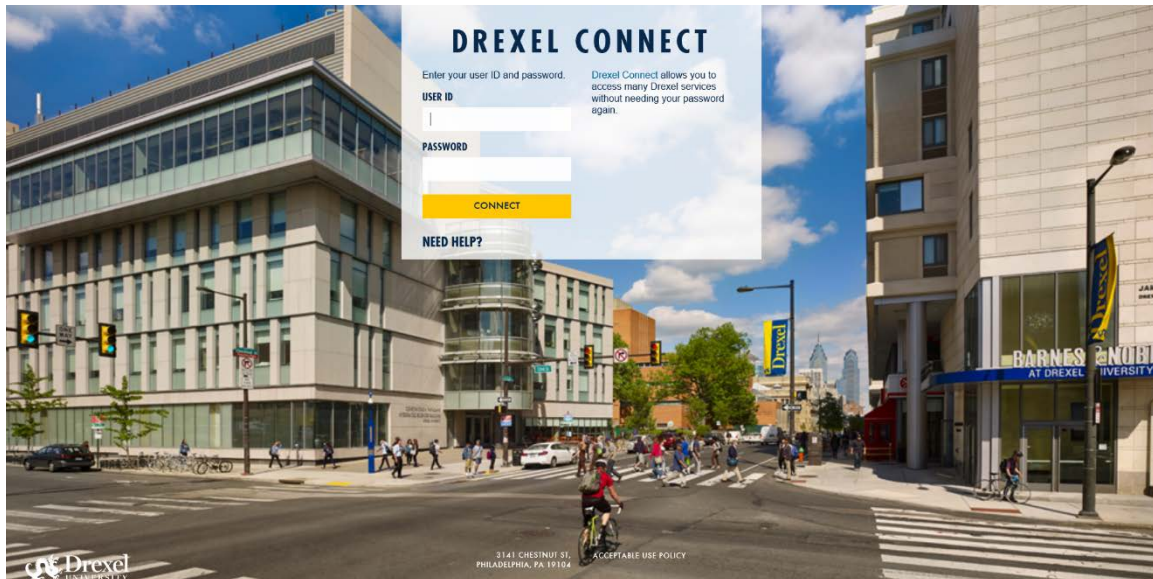
# Web\*Time Entry

**Please Note:** *These instructions are intended to provide hourly employees with basic information required to enter and submit their time sheet each pay period. The screen shots are provided for general reference purposes only. Your computer screens may look slightly different depending on your access to the services contained within Drexel One. However, the steps contained below are the same for all employees. If you have any problems entering or submitting your time sheet, please contact your supervisor (time sheet approver) for guidance.*

**If you are already familiar with logging on to the Drexel One portal and accessing the “Employees” tab, skip to step 4.**

## Step 1. Access the Drexel One portal

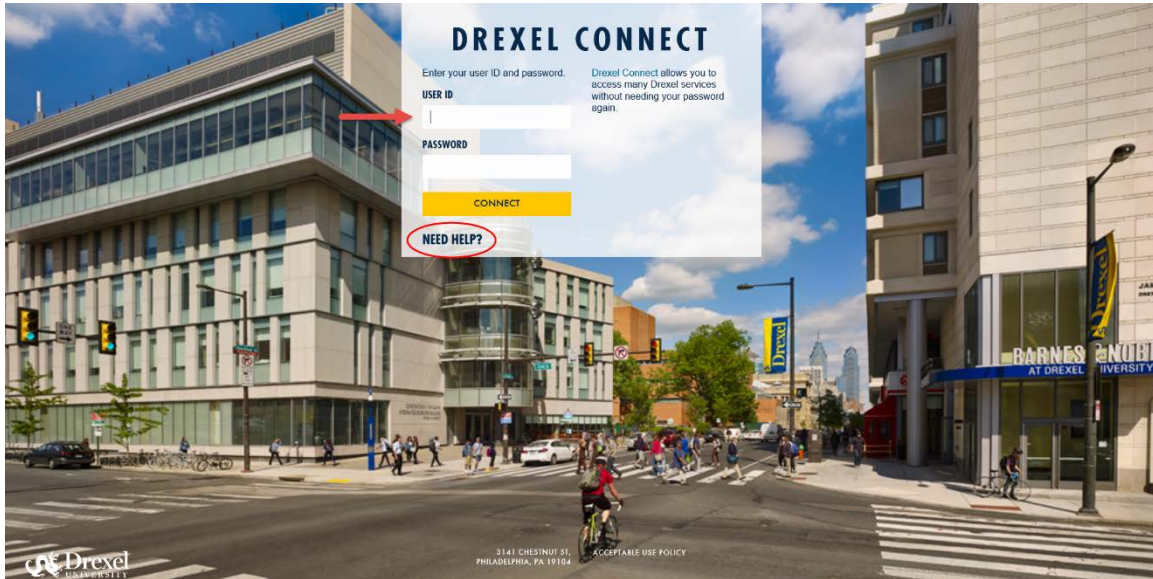
Use your internet browser to access the Drexel One portal at <https://one.drexel.edu>. You will be taken to the log on page.



# Web\*Time Entry

## Step 2. Log on to Drexel One

Log on to Drexel one using your e-mail user ID and password. If you have forgotten your password, click on the “help” link and follow the instructions.

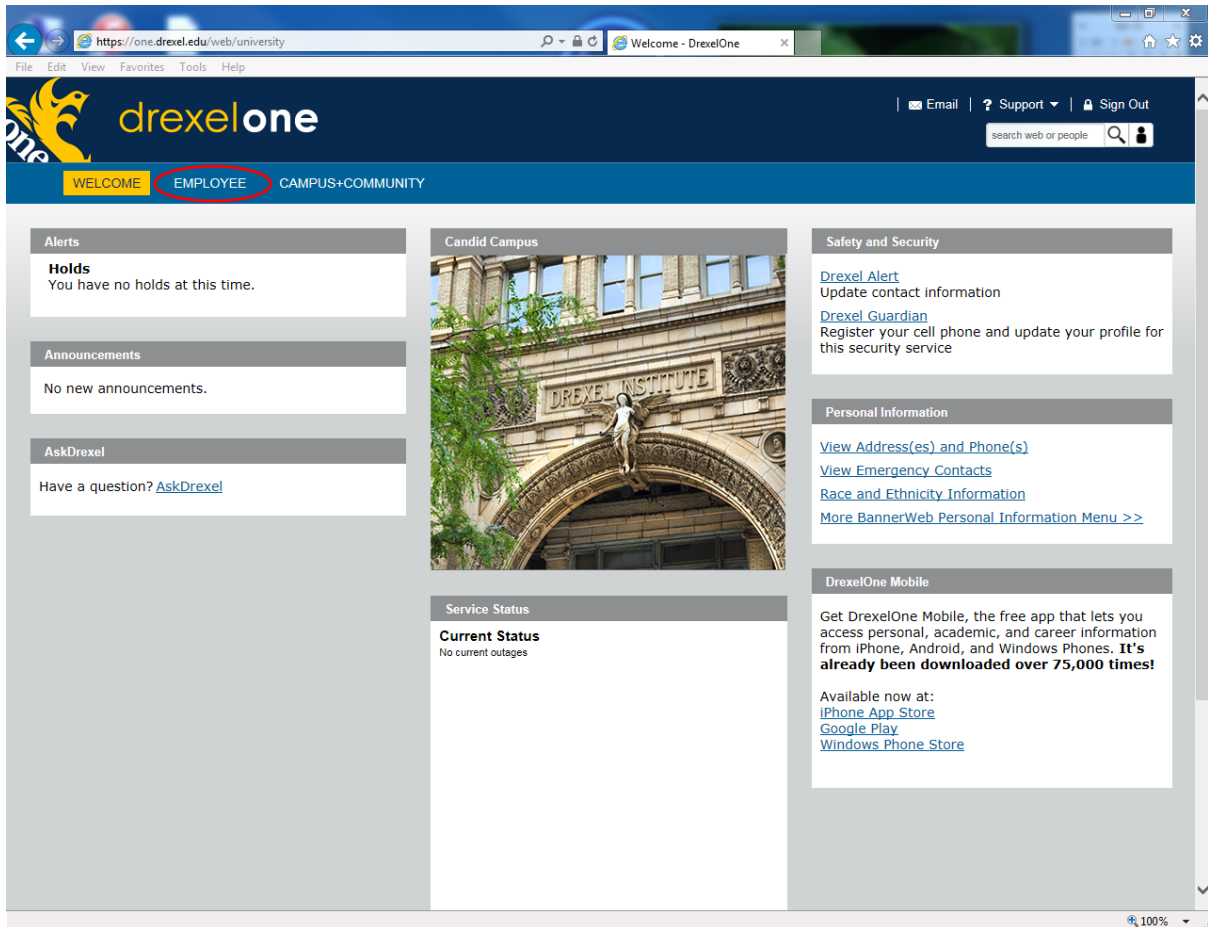


# Web\*Time Entry

## Step 3. Select the “Employee” link

From the Drexel One Welcome page, click on the “Employee” link at the top left of the screen.

*Note: If you do not see an “Employees” tab, your job records may not have been added to the system yet. Please have your department contact Human Resources for assistance.*



# Web\*Time Entry

## Step 3a. DrexelAlert Emergency Contact Information Update

Once each academic term, you will be prompted to verify primary mobile phone number for inclusion in the DrexelAlert system.

Follow the on screen instructions to enter or update your primary mobile phone number as required. When you are finished, click on the “Submit” button at the bottom of the screen.

If you do not receive this pop-up message, you will automatically be taken to the Employee Services Menu; skip to Step 4.

The screenshot shows a web browser window displaying the Drexel University BannerWeb Information System. The page title is "DrexelAlert Emergency Contact Information Update". The page content includes a header with the DrexelAlert logo and the text "DrexelAlert Emergency Contact Information Update". Below the header, there is a section titled "Please verify/enter your preferred mobile phone number below." followed by a paragraph explaining the system and a form for entering a mobile phone number. The form has three input fields containing the numbers "215", "555", and "0123", and a green checkmark icon. Below the form, there is a "Submit" button with a red arrow pointing to it. The page also includes a "RELEASE: 000" message at the bottom.

https://banner.irttest.drexel.edu/duhris/hwgtkaddr.P\_DisplayEmployeeAddress

Drexel University BannerWeb Information System

Personal Information Employee Services

HELP EXIT

**DrexelALERT**  
EMERGENCY NOTIFICATION SYSTEM

### DrexelAlert Emergency Contact Information Update

Please verify/enter your preferred mobile phone number below.

All members of the Drexel University community are required to participate in a university-wide emergency notification system known as "DrexelAlert". The effectiveness of the system will depend upon the University's access to complete and accurate contact information for all members of the community. Therefore, it is the policy of the University that all students, faculty and staff be required to provide their primary mobile phone number for inclusion in the DrexelAlert system so that messages may be delivered via text messaging and/or phone.

For anyone who does not have a mobile phone, emergency notifications will also be sent to Drexel University e-mail addresses. Phone messages, when used, will also be provided to Drexel-owned landline phones. Mobile phone information entered into the DrexelAlert system will be used exclusively for emergency notification, and will not be available for any other University or non-University purpose. This system complements other forms of electronic communication at Drexel University.

If your mobile phone number changes, it can be updated at any time through DrexelOne by following the link to the DrexelAlert Emergency Notification System under the "Personal Information" section.

**Mobile Phone** 215 555 0123 ✓

I do not have a mobile phone.

The information I have provided is complete and correct to the best of my knowledge. I understand that failing to keep this information current and accurate puts me at risk of not being notified in the event of an emergency. I understand that in the event of an emergency Drexel University will use its best efforts to notify me in a timely and effective manner. I recognize, however, that no emergency notification system will achieve 100% success, and the University cannot guarantee that I will be effectively notified.

**By submitting this information, I acknowledge that I have read and understood the University's emergency notification policy.**

Submit

RELEASE: 000

100%

# Web\*Time Entry

## Step 3b. Address Verification

Once each academic term, you will also be prompted to verify your Campus Mailing Address, Employee Home Address and Work Location Address. When you are prompted by this automatic pop-up, please review your address information and e-mail any corrections/updates to Human Resources Information Systems at [hris@drexel.edu](mailto:hris@drexel.edu).

Please include your correct address(s), university ID and the effective date of your change. Click on the “Continue” button to move on to the Employee Services Menu.

**Drexel University BannerWeb Information System**

Personal Information Employee Services

**FACULTY AND STAFF ADDRESS VERIFICATION**

It is imperative that the University know your current and valid home and campus addresses at all times.

Once each term before proceeding to the Employee Services Menu you **MUST** confirm that your addresses are current.

If your addresses below are current and valid simply click the "Continue" button to proceed to the Employee Services Menu.

If your Campus or Home address/telephone number is incorrect please e-mail your correct address, including zip code, the EFFECTIVE DATE of the address change and your UNIVERSITY ID to [hris@drexel.edu](mailto:hris@drexel.edu) your address will be updated by HRIS.

The Employee Campus Mailing Address identifies where your campus mail should be sent.

The Employee Home Address is used by the Human Resources, Benefits and Payroll Offices. Changes to the Employee Home Address are monitored and may result in a change in your tax status. If you have any questions regarding tax changes contact the Payroll Office.

Employee Campus Mailing Address(es)	Employee Campus Mailing Phone(s)
Current: January 1, 2010 - ?  3141 Chestnut Street Philadelphia, PA 19104	Primary: (215) 895-2000  ✓
Employee Home Address(es)	Employee Home Phone(s)
Current: January 1, 2010-?  123 Main Street Hometown, USA 12345	Primary: (215) 555-0123  ✓
Employee Work Location Address(es)	Employee Work Location Phone(s)
Current: January 1, 2010 - ?  3141 Chestnut Street Philadelphia, PA 19104	Primary: (215) 895-2000  ✓

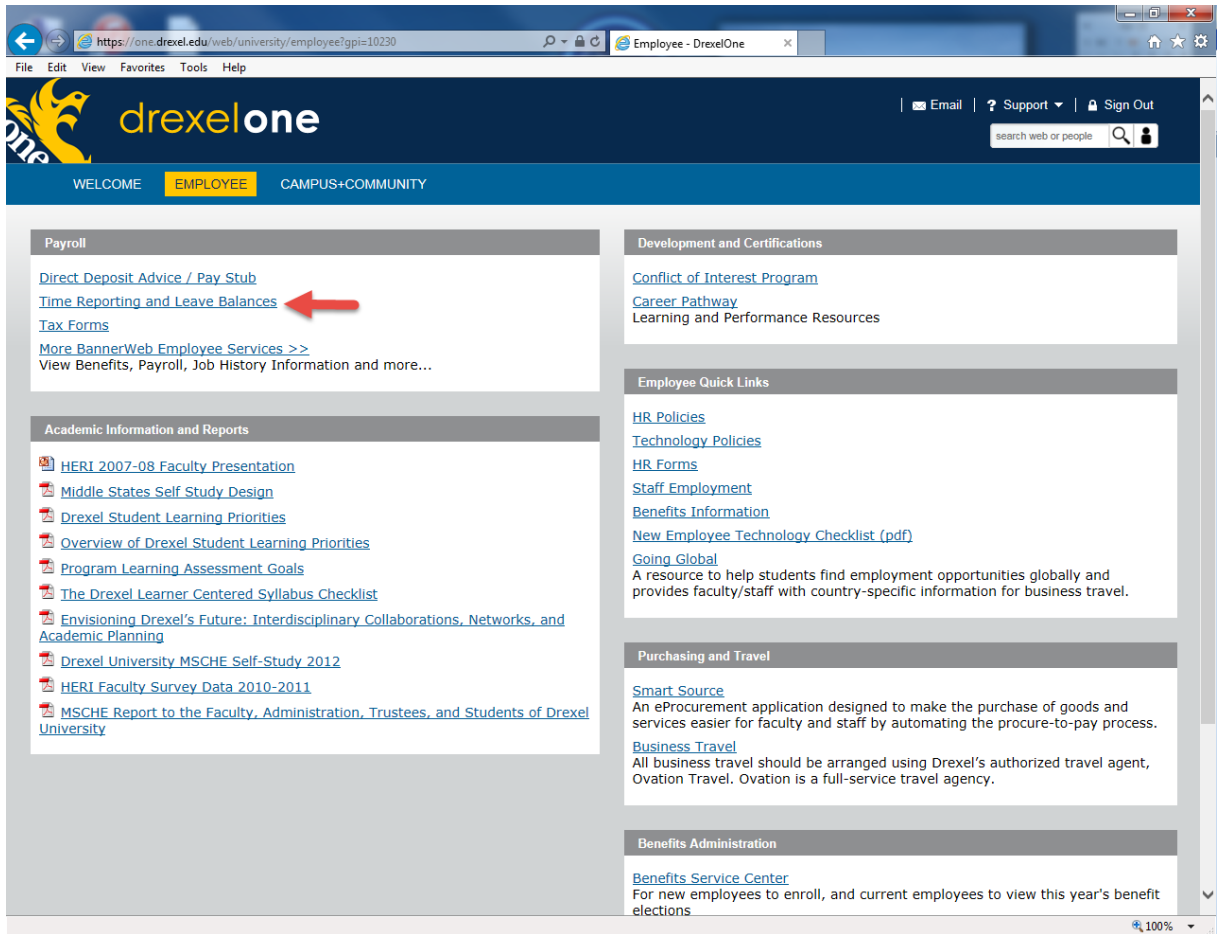
Continue

RELEASE: 015

# Web\*Time Entry

## Step 4. Select from the Employee Services Menu

Click the “Time Reporting and Leave Balances” link.



The screenshot shows the DrexelOne Employee Services menu. The browser address bar displays <https://one.drexel.edu/web/university/employee?gpi=10230>. The page features a navigation bar with 'WELCOME', 'EMPLOYEE', and 'CAMPUS+COMMUNITY' tabs. The 'EMPLOYEE' tab is active. The main content area is divided into several sections:

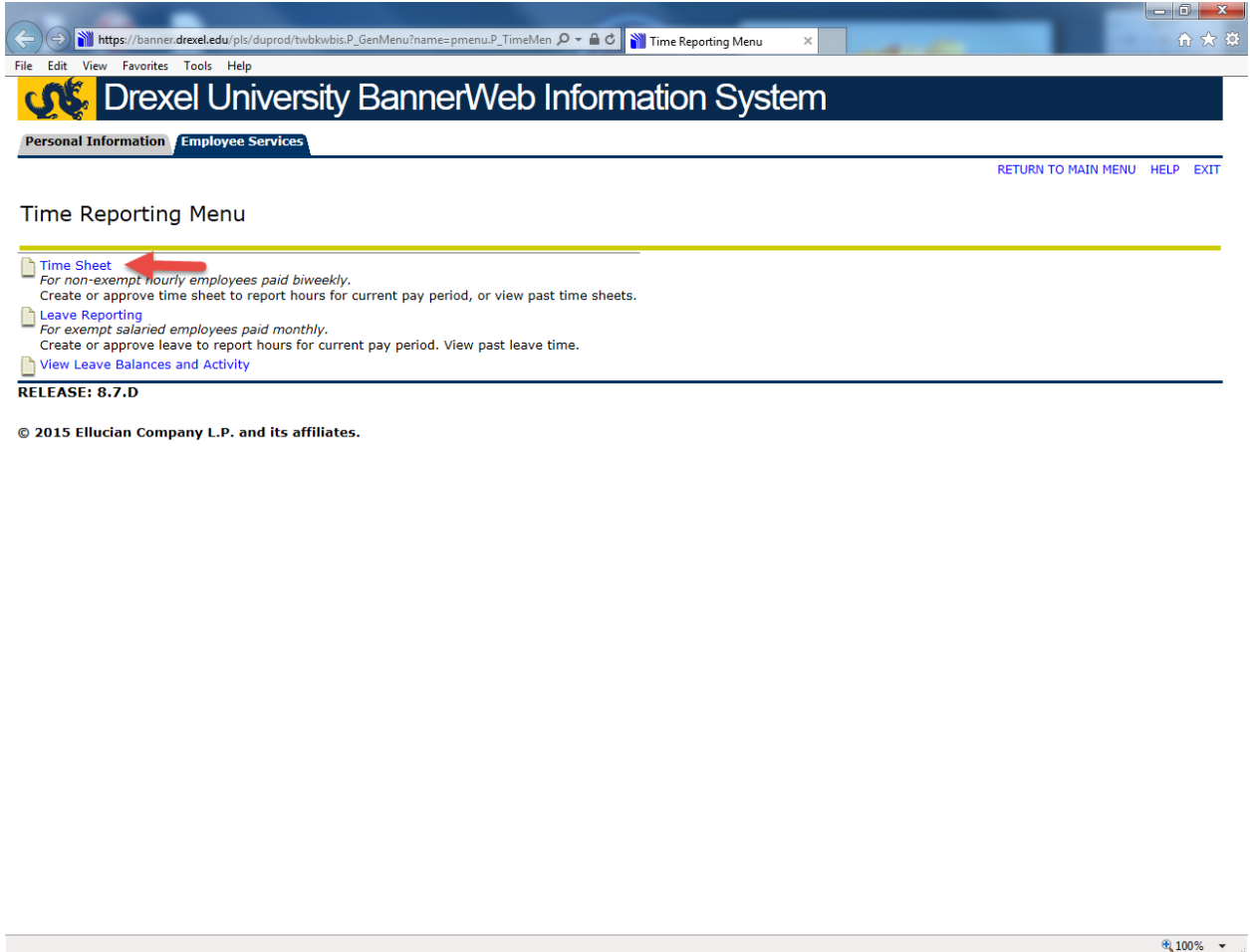
- Payroll**: Contains links for [Direct Deposit Advice / Pay Stub](#), [Time Reporting and Leave Balances](#) (highlighted with a red arrow), [Tax Forms](#), and a link to [More BannerWeb Employee Services >>](#). Below these links is the text: "View Benefits, Payroll, Job History Information and more..."
- Academic Information and Reports**: Lists various reports and presentations, including [HERI 2007-08 Faculty Presentation](#), [Middle States Self Study Design](#), [Drexel Student Learning Priorities](#), [Overview of Drexel Student Learning Priorities](#), [Program Learning Assessment Goals](#), [The Drexel Learner Centered Syllabus Checklist](#), [Envisioning Drexel's Future: Interdisciplinary Collaborations, Networks, and Academic Planning](#), [Drexel University MSCHE Self-Study 2012](#), [HERI Faculty Survey Data 2010-2011](#), and [MSCHE Report to the Faculty, Administration, Trustees, and Students of Drexel University](#).
- Development and Certifications**: Includes links for [Conflict of Interest Program](#), [Career Pathway](#), and [Learning and Performance Resources](#).
- Employee Quick Links**: Lists various HR-related links such as [HR Policies](#), [Technology Policies](#), [HR Forms](#), [Staff Employment](#), [Benefits Information](#), [New Employee Technology Checklist \(pdf\)](#), and [Going Global](#). A description for 'Going Global' states: "A resource to help students find employment opportunities globally and provides faculty/staff with country-specific information for business travel."
- Purchasing and Travel**: Contains links for [Smart Source](#) and [Business Travel](#). A description for 'Business Travel' states: "All business travel should be arranged using Drexel's authorized travel agent, Ovation Travel. Ovation is a full-service travel agency."
- Benefits Administration**: Includes a link to [Benefits Service Center](#) with the text: "For new employees to enroll, and current employees to view this year's benefit elections"

The page footer shows a zoom level of 100%.

# Web\*Time Entry

## Step 5. Select “Time Sheet”

From the Time Reporting Menu, click the “Time Sheet” link.





# Web\*Time Entry

## Step 6. Select “Access my Time Sheet”

Depending on your permissions within the system, you may be taken to the Time Reporting Selection menu. If so, use the radio button under “My Choice” to select the “Access my Time Sheet” option and click the “Select” button. Otherwise, you will be taken directly to Step 7.

The screenshot shows a web browser window with the URL [https://banner.drexel.edu/pls/duprod/bwptais.P\\_SelectTimeSheetRoll](https://banner.drexel.edu/pls/duprod/bwptais.P_SelectTimeSheetRoll). The page title is "Time Sheet/Leave Request/Proxy". The header includes "Drexel University BannerWeb Information System" and navigation tabs for "Personal Information" and "Employee Services". A "HELP EXIT" link is visible in the top right.

Below the header, there is a section titled "Time Sheet/Leave Request/Proxy" with a yellow background. It contains an information icon and the following text: "Determine the action you want to take and click the radio button. If you are acting as a Proxy for an approver, please select a name from the list and click **Select**. To act as a Superuser, click the check box and then click **Select**."

The "Selection Criteria" section contains the following options:

- Access my Time Sheet:**  (indicated by a red arrow)
- Access my Leave Report:**
- Access my Leave Request:**
- Approve or Acknowledge Time:**
- Approve All Departments:**
- Act as Proxy:**  Self (dropdown menu)
- Act as Superuser:**

A "Select" button is located below the selection criteria. At the bottom of the page, there is a "Proxy\_Set\_Up" link, the text "RELEASE: 8.10.D", and a copyright notice: "© 2015 Ellucian Company L.P. and its affiliates." The browser's zoom level is set to 100%.



# Web\*Time Entry

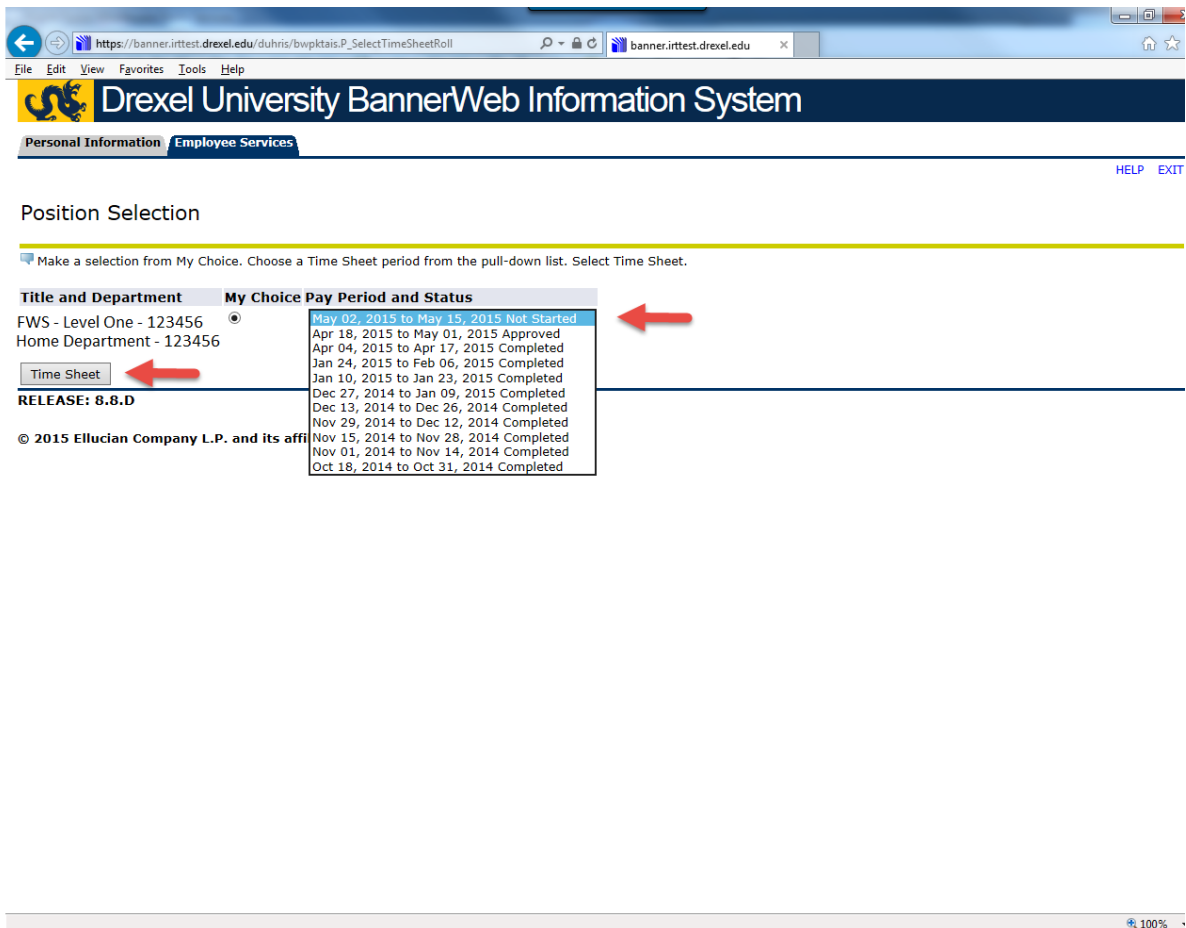
## Step 7. Select Position and Pay Period

On the Position Selection screen, select the position and pay period for which you would like to report hours. You may only select open (current) pay periods. If you have missed the cutoff for a previous pay period, please alert your department that a Payroll Resolution Form is required to process your pay, which will delay payment of those hours.

If you have more than one active position, each will be displayed by job title and department. Choose the position for which you would like to report hours by clicking the radio button in the “My Choice” column next to that position.

Select the correct pay period from the drop-down box in the “Pay Period and Status” field. Click the “Time Sheet” button.

*Note: the “Pay Period and Status” field displays the status of your time sheet. You can check here to see if your time sheet has been started, submitted and approved. If you do not see your position and/or pay period in this screen, it might not be active in the system. Please have your department contact Human Resources for assistance.*



# Web\*Time Entry

## Step 8. Select Date to Enter Hours

Click the “Enter Hours” link at the intersection of the date and the type of hours you are reporting.

To access dates in the pay period that are not displayed on the Time Sheet screen, use the “Next” (or “Previous”) buttons at the bottom of the time sheet.

Student Employees and Federal Work Study Students - Continue to Step 9.

Non-exempt Professional Staff – Skip to Step 10.

**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.  
**\*\*\*NOTE: Please do not use your browser's "Back", "Forward" or "Refresh" buttons. Use the navigational buttons within the site.**

**Time Sheet**  
**Title and Number:** FWS - Level One - 123456  
**Department and Number:** Home Department - 123456  
**Time Sheet Period:** May 02, 2015 to May 15, 2015  
**Submit By Date:** May 18, 2015 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday May 02, 2015	Sunday May 03, 2015	Monday May 04, 2015	Tuesday May 05, 2015	Wednesday May 06, 2015	Thursday May 07, 2015	Friday May 08, 2015
Work Study Regular	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

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

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

RELEASE: 8.8

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# Web\*Time Entry

## Step 9. Enter Time In and Time Out *Student Employees and Federal Work Study Students*

Enter the time you started working in the “Time In” field and enter the time you stopped working in the “Time Out” field. Entries must be rounded to the nearest quarter hour.

Click “Save” and the number of hours worked will be calculated and displayed in the “Total Hours” column.

If you leave work and return *on the same day*, use the next row to record the “Time In” and “Time Out” for your next set of work hours that day.

Repeat steps 1 through 9 each day of the pay period that you work. *It is important that your work hours be recorded on your time sheet under the correct dates and times that you actually worked.*

On your final work day of the pay period, **continue to step 11** to submit your time sheet for approval. Otherwise, log out using the icon in the top-right corner of the screen.

Time In and Out

Please enter your time in intervals of 15 minutes (10:00, 10:15, 10:30, 10:45). The format should be 99:99.

Date: Monday, May 04, 2015  
Earnings Code: Work Study Regular

Shift	Time In	Time Out	Total Hours
1	10:00 AM	12:00 PM	2
1	02:00 PM	04:00 PM	2
1			0
1			0
1			0
1			0

Time Sheet Previous Day Next Day  
Add New Line Save Copy Delete

Account Distribution  
Earnings Code Shift Hours  
Work Study Regular 1 4 Account Distribution

RELEASE: 8.8

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# Web\*Time Entry

## Step 10. Enter Hours *Non-exempt Professional Staff*

Enter the number of hours to be paid in the data entry box that appears in the center of the screen. Click the “Save” button.

Repeat steps 1 through 10 each day of the pay period that you work. *It is important that your work hours be recorded on your time sheet under the correct dates that you actually worked or used time off and using the correct earnings type.*

On your final work day of the pay period, **continue to step 11** to submit your time sheet for approval. Otherwise, log out using the icon in the top-right corner of the screen.

**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.  
**\*\*\*NOTE: Please do not use your browser's "Back", "Forward" or "Refresh" buttons. Use the navigational buttons within the site.**

**Time Sheet**  
**Title and Number:** Administrator  
**Department and Number:** Timesheet  
**Time Sheet Period:** May 02, 2015 to May 15, 2015  
**Submit By Date:** May 18, 2015 by 10:00 AM

**Earning:** Regular  
**Date:** May 04, 2015  
**Shift:** 1  
**Hours:** 8

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday May 02, 2015	Sunday May 03, 2015	Monday May 04, 2015	Tuesday May 05, 2015	Wednesday May 06, 2015	Thursday May 07, 2015	Friday May 08, 2015
Regular	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 1.5 Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime 2.0 Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Vacation Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Floating Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Court Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Closing	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				0							

Position Selection Comments Preview Submit for Approval Restart Next

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

# Web\*Time Entry

## Step 11. Preview your Time Sheet

When you are finished entering your hours for the pay period, review your time sheet by clicking the “Preview” button below the time entry grid on the Time Sheet screen.



Review your time sheet to make sure the dates worked, type of earnings reported, number of hours reported and time in/out (required for student employees and federal work study students) are complete and accurate. Use the scroll bar at the bottom of the screen to view dates within the pay period that are not displayed on the Preview screen.

When you are finished, click the “Previous Menu” button to return to the Time Sheet screen. If any changes or corrections are necessary, return to step 8, otherwise, continue to step 12.

The screenshot shows a web browser window with the URL [https://banner.irttest.drexel.edu/duhris/bwplktetm\\_P\\_TimeSheetButtonsDriver](https://banner.irttest.drexel.edu/duhris/bwplktetm_P_TimeSheetButtonsDriver). The page title is "Drexel University BannerWeb Information System". The user is identified as Bart Simpson, FWS - Level One - 123456, with a Home Department of 123456. The page displays a "Time Sheet" table and a "Time In and Out, Work Study Regular" table. A "Previous Menu" button is circled in red at the bottom of the page.

**Time Sheet**

Earning Code	Shift	Total Hours	Total Units	Saturday, May 02, 2015	Sunday, May 03, 2015	Monday, May 04, 2015	Tuesday, May 05, 2015	Wednesday, May 06, 2015	Thursday, May 07, 2015	Friday, May 08, 2015	Saturday, May 09, 2015	Sunday, May 10, 2015	Monday, May 11, 2015	Tuesday, May 12, 2015	Wednesday, May 13, 2015	Thursday, May 14, 2015	Friday, May 15, 2015
Work Study Regular	1	14				4		2		4				2			2
<b>Total Hours:</b>		14				4		2		4				2			2
<b>Total Units:</b>			0														

**Time In and Out, Work Study Regular**

Saturday, May 02, 2015	Sunday, May 03, 2015	Monday, May 04, 2015	Tuesday, May 05, 2015	Wednesday, May 06, 2015	Thursday, May 07, 2015	Friday, May 08, 2015	Saturday, May 09, 2015	Sunday, May 10, 2015	Monday, May 11, 2015	Tuesday, May 12, 2015	Wednesday, May 13, 2015	Thursday, May 14, 2015	Friday, May 15, 2015
		10:00 AM 12:00 PM 02:00 PM 04:00 PM		02:00 PM 04:00 PM		10:00 AM 02:00 PM				04:00 PM 06:00 PM		04:00 PM 06:00 PM	

Previous Menu

RELEASE: 9.9.D

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# Web\*Time Entry

## Step 12. Submit Your Time Sheet

Once you are satisfied that your time sheet is complete and accurate, click the “Submit for Approval” button at the bottom of the Time Sheet screen.

***Note:** Time sheets are due on your last working day of the pay period. The pay period remains opened until 10:00AM on the first Monday of the next pay period (9:00AM on Tuesday if Monday is a holiday) to accommodate unforeseen absences. This deadline is displayed at the top of the Times Sheet screen. You will be locked out of the pay period after the submission deadline passes and will not be able to alter or submit your time sheet. Please make sure to complete and submit your time sheet on your last work day of the pay period to avoid missing the deadline.*

**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.  
**\*\*\*NOTE: Please do not use your browser's "Back", "Forward" or "Refresh" buttons. Use the navigational buttons within the site.**

**Time Sheet**  
**Title and Number:** FWS - Level One - 12345  
**Department and Number:** Home Department - 123456  
**Time Sheet Period:** May 02, 2015 to May 15, 2015  
**Submit By Date:** May 18, 2015 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday May 02, 2015	Sunday May 03, 2015	Monday May 04, 2015	Tuesday May 05, 2015	Wednesday May 06, 2015	Thursday May 07, 2015	Friday May 08, 2015
Work Study Regular	1	0	14		Enter Hours	Enter Hours	4	Enter Hours	2	Enter Hours	4
<b>Total Hours:</b>			14				4		2		4
<b>Total Units:</b>			0				0		0		0

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

**Submitted for Approval By:**  
**Approved By:**  
**Waiting for Approval From:**

RELEASE: 8.8

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# Web\*Time Entry

## Step 13. Complete the Certification Screen

You must provide confidential information to verify your identity when submitting your time sheet. This information is verified against your employee record in the personnel database and is not stored with your time sheet nor is it visible to your supervisor (time sheet approver).

Enter the last four digits of your Social Security number and your full birth date in the fields provided. Enter your Birth Date in the exact format requested, (MM/DD/YYYY). Be sure to use slashes (not dashes), a two digit month, a two digit date and a four digit year. The system will not accept your certification if the format of your birth date is not correct.

Click the “Submit” button.

*Note: Your time sheet cannot be approved until it has been submitted. Unapproved time sheets will not be included for payment on the regularly scheduled pay day. To avoid any delay in receiving your wages, please make sure your time sheet is submitted and approved by the deadline.*

https://banner.irttest.drexel.edu/duhris/bwpktetm.P\_TimeSheetButtonsDriver

Certification Web page

File Edit View Favorites Tools Help

**Drexel University BannerWeb Information System**

Personal Information Employee Services

HELP EXIT

### Certification

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my SSN and Birth Date.

Enter the **LAST 4 DIGITS** of your SSN and Birth Date and select Submit if you agree with the previous statement. Otherwise exit, your time transaction will not be submitted for approval.

If you have problems submitting your time, you may need to clear your browser history and change your password settings. For instructions, please click [here](#).

SSN(Last Four Digits):

Birth Date (MM/DD/YYYY):

RELEAS 8.9.D

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100%



# Web\*Time Entry

## Step 14. Confirm Submission

Confirm that your time sheet has been submitted successfully. You will see a message at the top of the time sheet screen indicating that your time sheet was submitted successfully. You will also see the date of your submission at the bottom of the screen and a notation that your time sheet is awaiting approval from your supervisor.

*If you receive an error message, make the necessary corrections and re-submit your time sheet before the deadline!*

Log out of Drexel One using the Exit icon at the top right of the screen. Remember to disconnect from DrexelConnect Multi-System Access and close out of your browser when you are finished.

*Note: Your supervisor will receive an e-mail indicating that your time sheet has been submitted and approval is required. Check back to make sure your supervisor has approved your time sheet by viewing the status in the Time Sheet Selection screen shown in Step 7. If your time sheet has not moved to an "Approved" or "Completed" status (remains in a "Pending" status), follow up with your supervisor.*

The screenshot shows a web browser window with the URL [https://banner.irttest.drexel.edu/duhris/bwpltesb.P\\_CertificationDriver](https://banner.irttest.drexel.edu/duhris/bwpltesb.P_CertificationDriver). The page title is "Drexel University BannerWeb Information System". The navigation menu includes "Personal Information" and "Employee Services", with "HELP EXIT" circled in red. The main content area is titled "Time Sheet" and contains a message: "Your time sheet was submitted successfully." Below this is a summary of the time sheet details:

**Time Sheet**  
Title and Number: FWS - Level One - 123456  
Department and Number: Home Department - 123456  
Time Sheet Period: May 02, 2015 to May 15, 2015  
Submit By Date: May 18, 2015 by 10:00 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday May 02, 2015	Sunday May 03, 2015	Monday May 04, 2015	Tuesday May 05, 2015	Wednesday May 06, 2015	Thursday May 07, 2015	Friday May 08, 2015	
Work Study Regular	1		0	14	Enter Hours	Enter Hours	4	Enter Hours	0	2	Enter Hours	4
<b>Total Hours:</b>				14		0	0	4	0	2	0	4
<b>Total Units:</b>				0	0	0	0	0	0	0	0	0

Buttons: Position Selection, Comments, Preview, Next, Return Time

Submitted for Approval By: You on Apr 29, 2015 (indicated by a red arrow)

Approved By: Ms. Sally T. Supervisor

Waiting for Approval From: Ms. Sally T. Supervisor

RELEASE: 8.8

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