

2022-2023 Employment – Pay Periods			
#	Start - End	Timesheet Submit by 11:59pm	Pay Date
18	8/29/2022 – 8/31/2022	9/1/2022	9/9/2022
19	9/1/2022 – 9/14/2022	9/15/2022	9/23/2022
20	9/15/2022 – 9/28/2022	9/29/2022	10/7/2022
21	9/29/2022 – 10/12/2022	10/13/2022	10/21/2022
22	10/13/2022 – 10/26/2022	10/27/2022	11/4/2022
23	10/27/2022 – 11/9/2022	11/10/2022	11/18/2022
24	11/10/2022 – 11/23/2022	11/24/2022	12/2/2022
25	11/24/2022 – 12/7/2022	12/8/2022	12/16/2022
26	12/8/2022 – 12/23/2022	12/24/2022	12/31/2022
1	12/22/2022 – 1/4/2023	1/5/2023	1/13/2023
2	1/5/2023 – 1/18/2023	1/19/2023	1/27/2023
3	1/19/2023 – 2/1/2023	2/2/2023	2/10/2023
4	2/2/2023 – 2/15/2023	2/16/2023	2/24/2023
5	2/16/2023 – 3/1/2023	3/2/2023	3/10/2023
6	3/2/2023 – 3/15/2023	3/16/2023	3/24/2023
7	3/16/2023 – 3/29/2023	3/30/2023	4/7/2023
8	3/30/2023 – 4/12/2023	4/13/2023	4/21/2023
9	4/13/2023 – 4/26/2023	4/27/2023	5/5/2023
10	4/27/2023 – 5/16/2023	5/11/2023	5/19/2023

### Time Entry Instructions

Visit the [Student Employment Portal](#), then enter your **Username** and **Password**.

1. Click on **Employees** then select **My Timesheets** from Employees menu.
2. Click the **Job Title** link to access your timesheet.
3. Click **Start Time Sheet** to the right of the pay period you wish to enter time.
4. Click **Add New Entry** to enter your time. You may add break minutes, sick time and notes if applicable.
5. Review the dates/times you have entered, make any necessary corrections.
6. Select **Submit time sheet and OK to confirm**.
7. **Congratulations!** Your timesheet has been submitted and is awaiting review and your supervisor's approval.