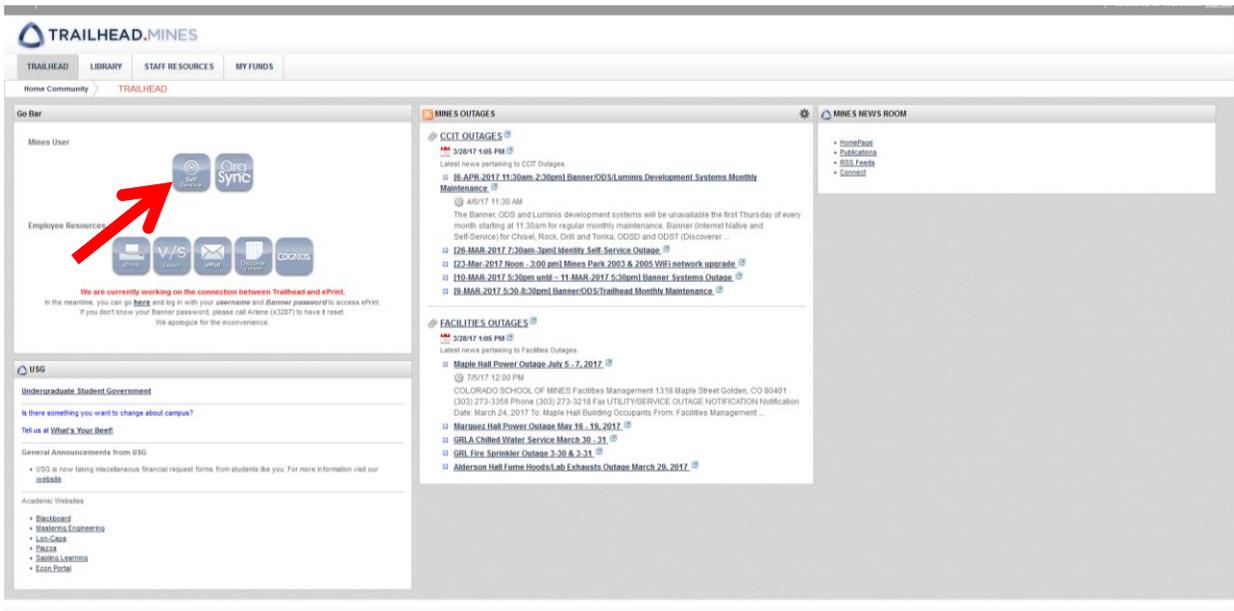


Electronic Timesheet Instructions

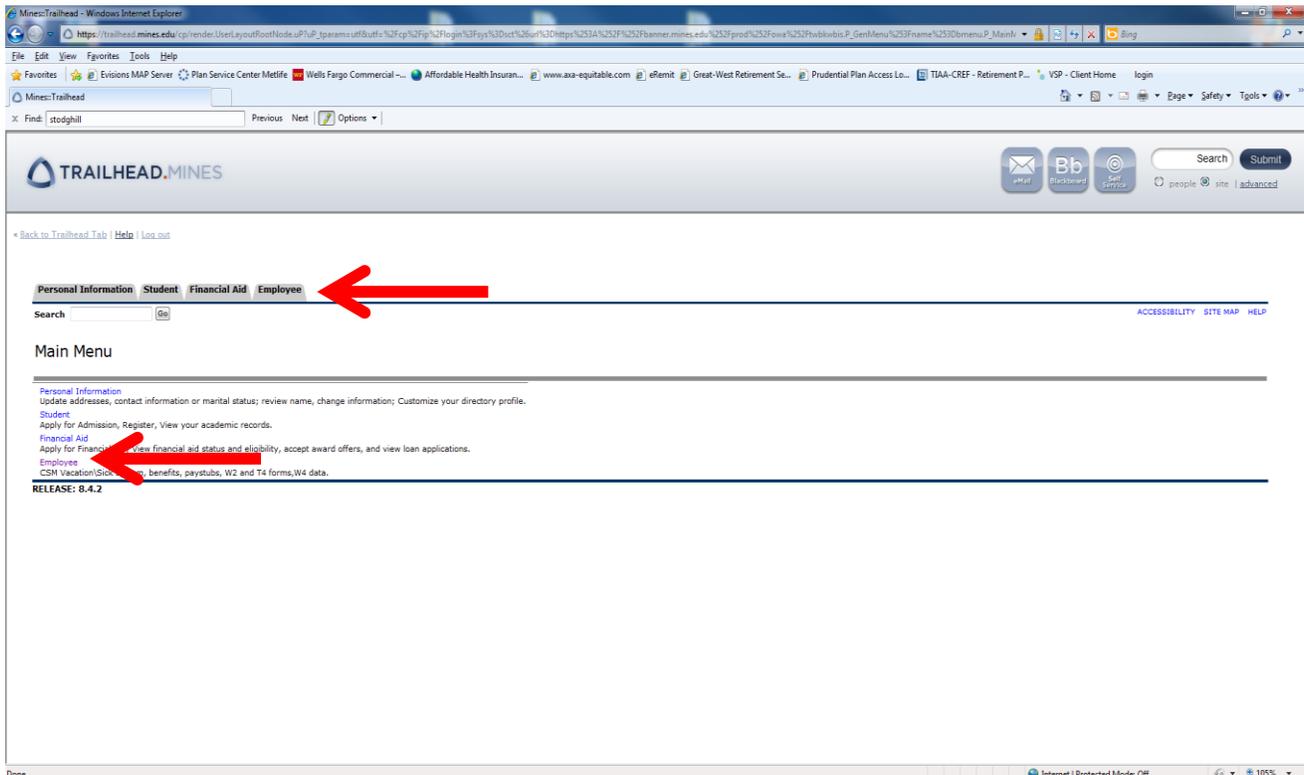
(revised 3/31/2017)

IMPORTANT: You MUST submit a timesheet every pay period whether or not you have worked any hours.

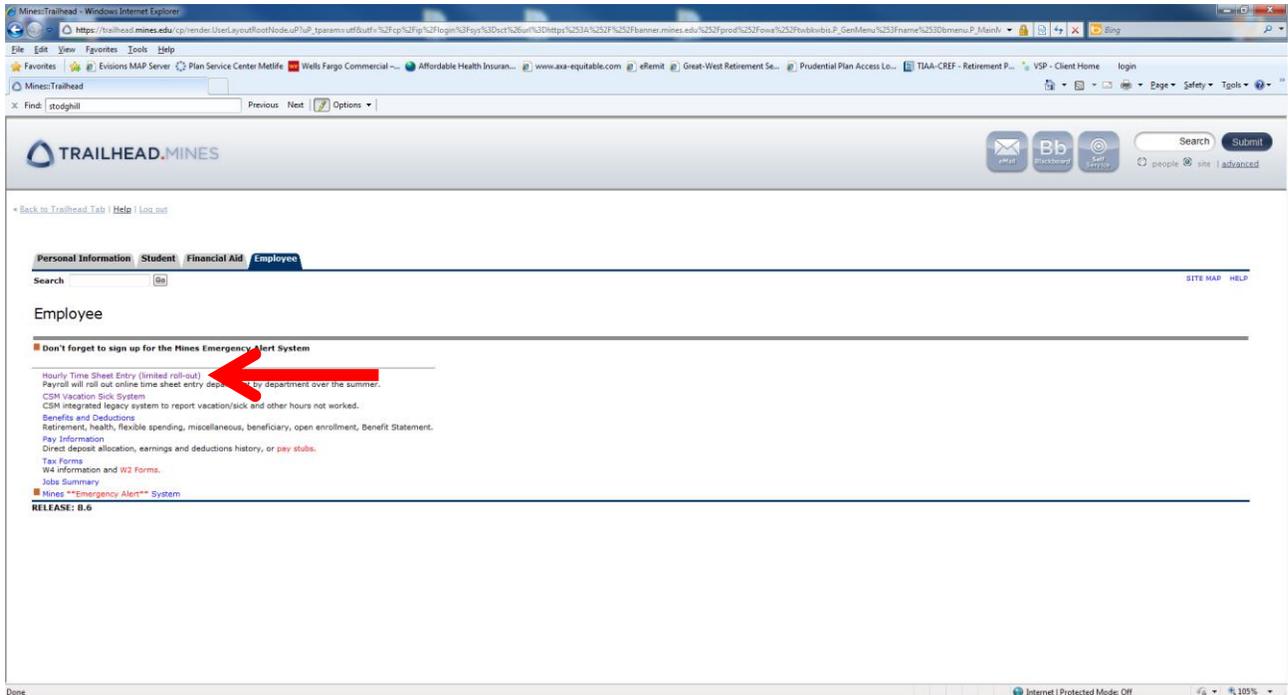
1. Log on to your trailhead account.
2. Proceed to the Self Service menu by clicking on the Self Service button in the upper left box of the screen.



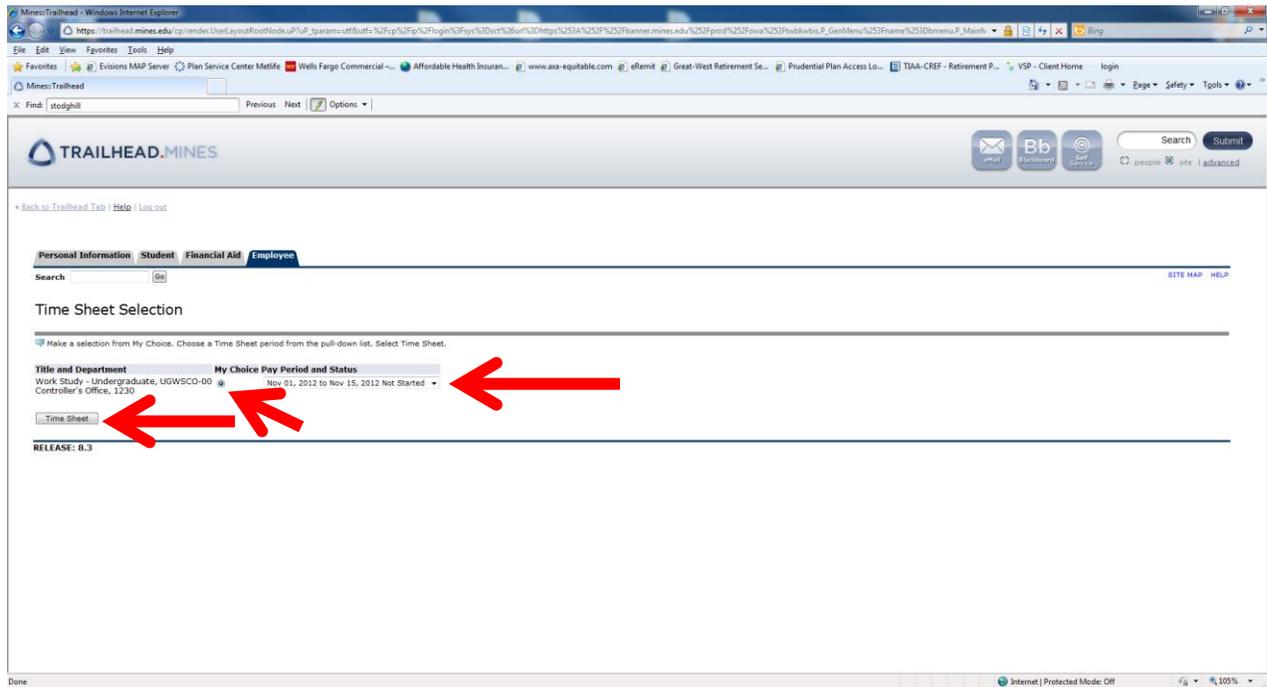
3. Proceed to the Employee tab by clicking on the tab along the top or the link under the menu.



4. Click on the first link under the Employee menu called “Hourly Time Sheet Entry.”



5. Select the appropriate position AND time period from the drop-down menu under “Pay Period and Status,” and then click on the Time Sheet button.



- To enter the times you have worked, click on the 'Enter Hours' link under the appropriate day (each day has its own link). **Also, the "Next" button moves you to the end of the pay period.**

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
 Title and Number: Work Study - Undergraduate -- UGWSCO-00
 Department and Number: Controller's Office -- 1230
 Time Sheet Period: Nov 01, 2012 to Nov 15, 2012
 Submit By Date: Nov 19, 2012 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Nov 01, 2012	Friday Nov 02, 2012	Saturday Nov 03, 2012	Sunday Nov 04, 2012	Monday Nov 05, 2012	Tuesday Nov 06, 2012	Wednesday Nov 07, 2012
Work Study	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0							
Total Units:			0	0							

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

Submitted for Approval By:
 Approved By:
 Waiting for Approval From:
 RELEASE: 8.6

- Input your In and Out times, including the minutes (i.e., if you started working at 8 AM you must input 8:00 AM, NOT just "8"). Click "save" when you're finished with that day.

- *NOTE* ALL TIME MUST BE ENTERED AS THE FIRST SHIFT**

- Click on the time sheet button to return to the original time sheet page.

Time In and Out

Enter time at intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Thursday, Nov 01, 2012
 Earnings Code: Work Study

Shift	Time In	Time Out	Total Hours
1	08:00 AM	11:15 AM	3.25
	12:15 PM	05:00 PM	4.75
	AM	AM	0
	AM	AM	8

Time Sheet | Next Day

Account Distribution

Earnings Code S

Work Study | Account Distribution

RELEASE: 8.6

- After all hours worked during the pay period have been entered, click “Submit for Approval”. (Please note the “Submit by Date” deadline).

Trailhead.Mines

Personal Information Student Financial Aid **Employee**

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
 Title and Number: Work Study - Undergraduate -- UGWSO-00
 Department and Number: Controller's Office -- 1230
 Time Sheet Period: Nov 01, 2012 to Nov 15, 2012
 Submit by Date: Nov 15, 2012 by 11:59 PM

Earning	Default Hours and Units	Total Hours	Total Units	Thursday Nov 01, 2012	Friday Nov 02, 2012	Saturday Nov 03, 2012	Sunday Nov 04, 2012	Monday Nov 05, 2012	Tuesday Nov 06, 2012	Wednesday Nov 07, 2012
Work Study	1	0	0	0	0	0	0	0	0	0
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:
 Approved By:
 Waiting for Approval From:
 RELEASE: 8.6

“Zero hour” Timesheet Instructions: Log into trailhead

- Log into trailhead
- Select the “employee” tab
- Select “timesheet”
- Select the correct pay period
- Select the position and open the timesheet
- Click the “submit” button. You will get a warning that reads “No hours entered”. This is okay because you did not work any hours.
- Exit the timesheet by selecting the “back to trailhead” tab at the top of the page or by exiting out of trailhead altogether.
- The timesheet will go to an “error” status and that is correct.

PLEASE NOTE:

- Electronic Timesheets are due by the “Submit By Date” deadline, which is 2 business days after the end of the work period. For example, a time sheet from December 1st to December 15th must be submitted by December 17th at 11:59 pm, midnight.
- If you do not submit your electronic time sheet before the “Submit by Date” deadline, you cannot submit electronically and will have to wait for the next supplement payroll.
- Holidays will have more strict submission cutoff dates. Please see the “Semi-Monthly Payroll Schedule” for a breakdown of Semi-Monthly deadlines.
- You can always submit timesheet early!**