Online Time Entry for Student Employees
Training Goals

As Employees you will know how to:

• Enter your Time (2 Options)
  1. Via Clock In/Out Page
  2. Via MyWestern Login

• Review/Correct your Time
• Submit Time for Approval
• Check that Time has been approved
Option 1: Use the Clock In/Out web page

- On Current Student page there is a link to **Work-Study Clock-in/Clock-out**
- To use this tool, you simply key in your student ID number. (If there is a card reader available JUST for this process, you can swipe in with your ID.)
- The Clock In/Out process lists your job(s) with an appropriate IN or OUT button.
- The process will round your time worked to the closest 15 minutes.
- Students that reliably Clock IN and Clock OUT, will have their time accurately recorded on their timesheet.
Clock In/Out messages

- In most cases, you will see a message stating that you have successfully Clocked In, or Out.
- In order to Clock Out, you must have Clocked In for that job, first. Only the job that you last Clocked In for will appear for Clocking Out.
- You can not Clock In (for any job) if you have neglected to Clock Out (for any job).
- If you forget to Clock In or Clock Out, you will need to go to MyWestern → Employee tab → Timesheet to correct the problem.
- If you receive an error message that you are unable to correct via MyWestern, please contact the Payroll office, 943-7026.
On Western.edu Current Student page there is a link to the Work-Study Clock-in/Clock-out tool.

Student employees enter their student number, or six digit ID number (either stu123456, or 123456).

Click the big button.
Some students have more than one job.

You select one, and click a large button to clock IN or clock OUT.

If it doesn’t present the action you were expecting, then you must go to MyWestern to manually correct your timesheet.
Successfully Clocked IN

On a successful clock in or out process, the system displays a SUCCESS message.

If there is a problem, the process will display one of several error messages. You may need to go to MyWestern to adjust your time sheet.

If you do not have any jobs listed, check with Payroll that your contract has been approved.
Option 2: Entering and Adjusting Time via MyWestern

Log in with your own ID and password. A student’s username is ‘stu’ followed by a 6 digit number, like stu123456.
Select: Employee Information

Click either the tab or the link to access the Employee Information screen.
Select: Time Sheet

Click Time Sheet
Employees might have more than one job. Select the job with the radio dial button. Two time periods may be active at the beginning of a month. Choose one with the drop-down box, and click Time Sheet.
To clock in or out for today, simply click the clock icon. It will take you to the correct day, and fill in the current time, correctly rounded to nearest 15 minutes, just like the Clock In/Clock Out tool.
Clock In/Out screen

This employee used the Clock In process, and then used My Western to Clock Out. The time is automatically filled in. No comment is required.

The employee still must click SAVE!

Then they can either return to the full timesheet, or log out.
To manually enter time for another day, find the correct date on the timesheet using Next or Previous. For each day, you will either see the number of hours already entered, ‘Correct Time Entry’, ‘No time Entry’, or ‘Future Time Entry’. Each of these is a link. Click under the correct day to manually enter or adjust time for that day.
Enter time in and out in military time.

When time is manually entered, as opposed to being automatically filled in by using one of the Clock In/Out methods, a **comment is required** for each manually entered time.

You must click **SAVE**!

Then, you can either return to the full timesheet, or move to the next day.
You may preview what your supervisor will see. When your timesheet is complete, click Submit for approval.
Check Status, then Exit

Verify that the timesheet is in the queue awaiting your supervisor’s approval before you exit MyWestern.

Once a timesheet is submitted for approval the timesheet is locked.
Check Back!

- We strongly advise you to check back on MyWestern a day later, to see if your timesheet has been approved.
- If a timesheet has been returned for correction, your approver should have entered a comment telling you what to fix. Make the correction(s), and submit it for approval, again.
- The approval process is only open for a few working days. Keep checking until you see that it has been approved.
Keep it simple

• The more you use the Clock In/Clock Out tool, the easier it will be to keep a perfect timesheet.
• It is your responsibility to correctly enter your time when you neglect to use the Clock In/Out tool.
• It is your responsibility to review and submit your time for approval.