

# Online Time Entry for Student Employees

Use the [Work-Study Clock-in/Clock-out](#) tool.

1. Go to the Western.edu, Current Student page.
2. Near the bottom of the menu, on the left, find the link to [Work-Study Clock-in/Clock-out](#).
3. Enter your student ID number.
4. Choose your job (if you have more than one) and click the large button to Clock IN, or Clock OUT.
5. You can only Clock Out for the job for which you last Clocked In.
6. If you forget to Clock In, you can't use the tool to Clock Out. You have to enter your time manually using MyWestern.
7. If you forget to Clock Out, you must correct your time using MyWestern, before you can Clock In again.
8. As long as you have matched pairs of In/Out time entered on your timesheet, you will be able to use the tool to Clock In the next time.

Use  to correct your time and submit your time for approval.

1. Go to the Western.edu, Current Student page. Please do not bookmark anything within MyWestern! Not logging in properly causes errors.
2. Click the big red MyWestern button.
3. Log in to MyWestern using your student number, like STU123456.
4. Select the Employee Tab.
5. Click the TimeSheet link.
6. Use the radio dial to select which job (if you have more than one job).
7. Use the drop-down box to select a pay period (if there is more than one).
8. Click TimeSheet.
9. Find the correct date on your timesheet using the NEXT and PREVIOUS buttons. Click the link under the correct date. Don't be alarmed if it says No Time Entered when you used the Clock In/Out tool. When you click that date, you will see your time.
10. Enter your time in and time out (time is entered in military time, so 4pm is entered as 16:00) ... and ENTER A COMMENT. Comments are required for manually entered time. (The Clock In/Out tool is the easiest method!)
11. Click Save.
12. Repeat steps 8-10 until your time sheet is correct.
13. Click Submit for Approval.
14. Verify that it says your timesheet has been submitted successfully.
15. Please check back until the timesheet says it has been approved.

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For your convenience, here is a Military time conversion chart

Regular Time	Military Time		Regular Time	Military Time
12:01 AM	0001			
1:00 AM	0100		1:00 PM	1300
2:00 AM	0200		2:00 PM	1400
3:00 AM	0300		3:00 PM	1500
4:00 AM	0400		4:00 PM	1600
5:00 AM	0500		5:00 PM	1700
6:00 AM	0600		6:00 PM	1800
7:00 AM	0700		7:00 PM	1900
8:00 AM	0800		8:00 PM	2000
9:00 AM	0900		9:00 PM	2100
10:00 AM	1000		10:00 PM	2200
11:00 AM	1100		11:00 PM	2300
Noon	1200		Midnight	2400