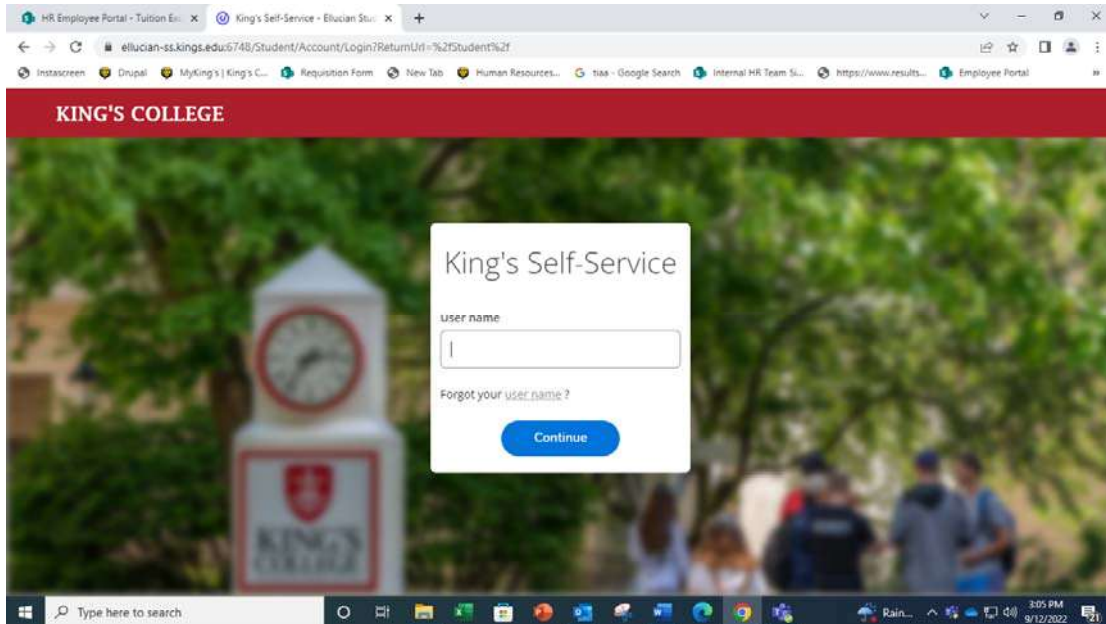
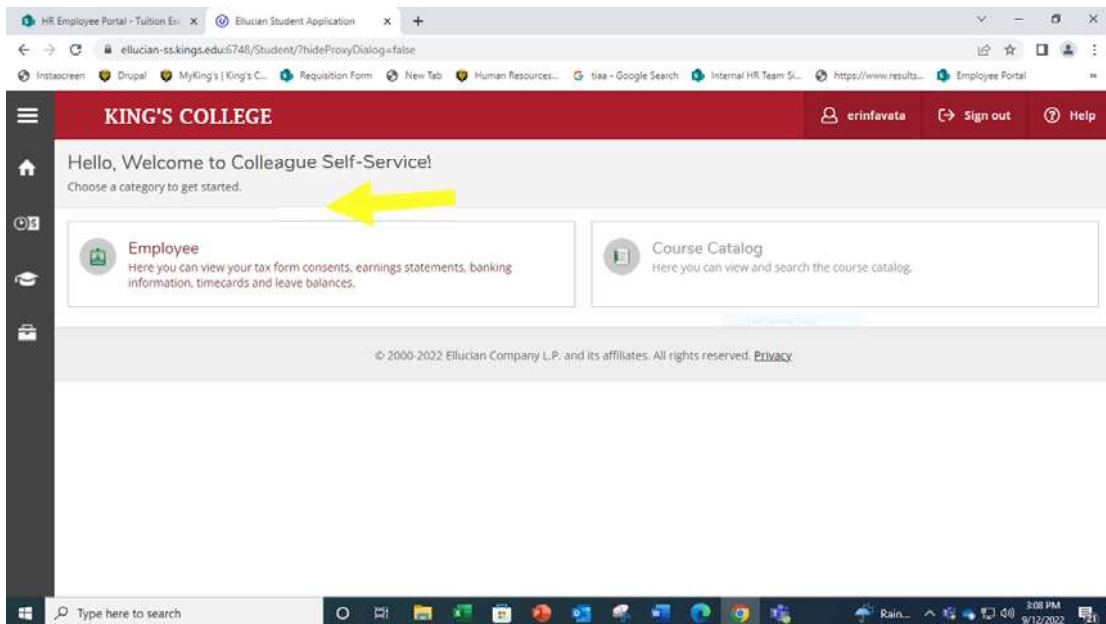


Student Aide Instructions for Time Entry into Self Service

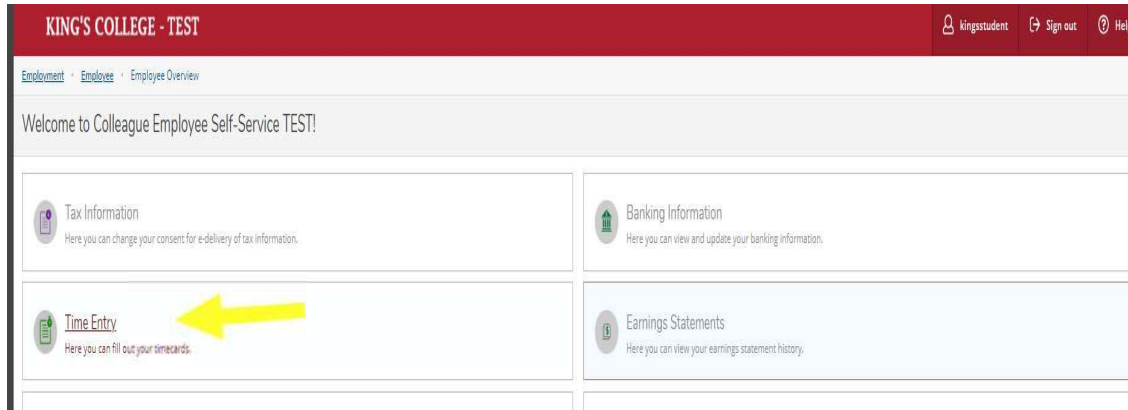
Log into your King's Self Service Account



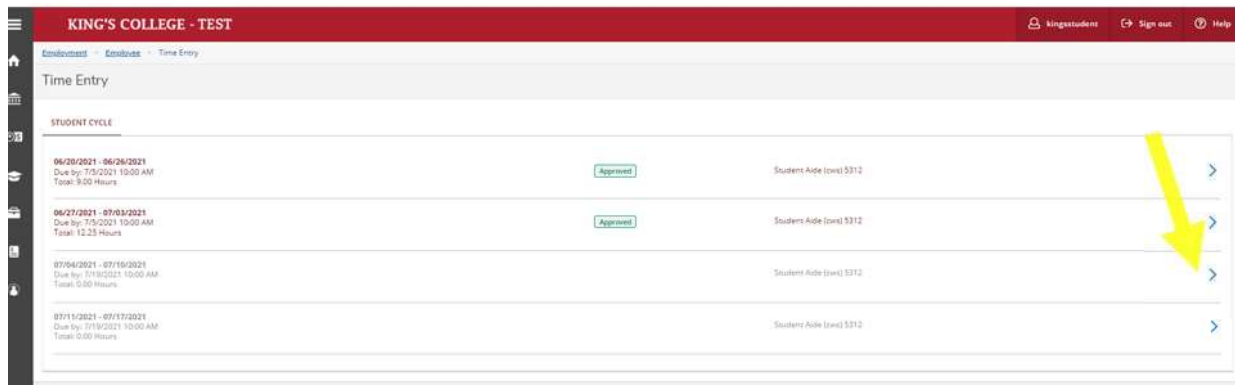
Select Employee Profile



Select Time Entry



Each pay cycle is two weeks, and each week requires separate entry. Note below the previous two weeks have already been **approved**. You now need to select one of the pay weeks in the current pay cycle, by clicking the arrow.



Click [Submit for Approval](#) and then complete the next week.

[illegible]

Be sure to Submit for Approval on each individual week.


[illegible]

If any changes need to be made you can select Return Timecard to edit. Then follow the process again.

When finished select All Time Entry Sheets.

Employment • Employees • Time Entry

Pay Period 07/04/2021 - 07/17/2021

< All Time Sheets 

< Week 07/04/2021 - 07/10/2021 12.00 Total hours > Saved just now Save View Leave Balances

5312K00STUJAD1 • Student Aide (cws) 5312
Employee: Kings • Human Resources • Main Campus
12.00 | Submitted

Earn Type	Sun 7/4	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	Total
Federal Work Study	<div>00:00 AM</div> <div>00:00 AM</div>	<div>8:30 AM</div> <div>12:30 PM</div>	<div>8:30 AM</div> <div>12:30 PM</div>	<div>00:00 AM</div> <div>00:00 AM</div>	<div>8:30 AM</div> <div>12:30 PM</div>	<div>00:00 AM</div> <div>00:00 AM</div>	<div>00:00 AM</div> <div>00:00 AM</div>	12.00
Position Total Hours:	0.00	4.00	4.00	0.00	4.00	0.00	0.00	12.00

Comments Return Timecard to Edit

Weekly Totals

Daily Total Hours:	0.00	4.00	4.00	0.00	4.00	0.00	0.00	12.00
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This will reflect the status of each week in the pay cycles.

KING'S COLLEGE - TEST kingsstudent Sign out Help

Employment • Employees • Time Entry

Time Entry

STUDENT CYCLE

06/20/2021 - 06/26/2021 Due by: 7/5/2021 10:00 AM Total: 9.00 Hours	Approved	Student Aide (cws) 5312	>
06/27/2021 - 07/03/2021 Due by: 7/5/2021 10:00 AM Total: 12.25 Hours	Approved	Student Aide (cws) 5312	>
07/04/2021 - 07/10/2021 Due by: 7/19/2021 10:00 AM Total: 12.00 Hours	Submitted	Student Aide (cws) 5312	>
07/11/2021 - 07/17/2021 Due by: 7/19/2021 10:00 AM Total: 12.00 Hours	Submitted	Student Aide (cws) 5312	>

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Once the Supervisor has approved the week (s) submitted it will show approved in the screen.

KING'S COLLEGE - TEST			
Employment • Employee • Time Entry			
Time Entry			
STUDENT CYCLE			
06/20/2021 - 06/26/2021 Due by: 7/5/2021 10:00 AM Total: 9.00 Hours	<div>Approved</div>	Student Aide (cws) 5312	
06/27/2021 - 07/03/2021 Due by: 7/5/2021 10:00 AM Total: 12.25 Hours	<div>Approved</div>	Student Aide (cws) 5312	
07/04/2021 - 07/10/2021 Due by: 7/19/2021 10:00 AM Total: 12.00 Hours	<div>Approved</div>	Student Aide (cws) 5312	
07/11/2021 - 07/17/2021 Due by: 7/19/2021 10:00 AM Total: 12.00 Hours	<div>Approved</div>	Student Aide (cws) 5312	