

# Filling Out Your Timesheet




Swarthmore Student Payroll Office

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# Step One: Access Your Timesheet

# Accessing Your Timesheet

- ❖ Login to MySwat
- ❖ Go to the Employee Tab
- ❖ Click Employee 'Dashboard' and then the time sheet is found under the 'My Activities' section
- ❖ Click on the link taking you to your Timesheet
- ❖ Select “Enter Time”
- ❖ Select the position you are entering time for.
- ❖ If this is your first time entering time for the pay period, hit “Start Timesheet”
  - Otherwise, hit “In Progress”
- ❖ Prepare to enter time.

Submitted On	Status	
Rate: \$10.800000		
11/02/2020	Pending	
	In Progress	 

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## Step Two: Inputting Time

# Entering Your Time

- ❖ First, select the day you are entering time for.
- ❖ Next, to enter your time, use the following format: HH:MM (am/pm)
  - Starting at 8 am looks like 08:00 am not 8:00 am
- ❖ Next, hit “Save” to save the time you just entered into your timesheet.

The screenshot displays the Swarthmore Employee Dashboard Timesheet interface. At the top, the user is identified as Federer, Roge. The breadcrumb trail shows: Employee Dashboard > Timesheet > Tennis Player, W02017-00, S, 5505, Student Employment Office, Rate: \$10.800000. The main header for the timesheet is: Tennis Player, W02017-00, S, 5505, Student Employment Office, Rate: \$10.800000. Below this, there are options to Restart Time and Leave Balances. The calendar shows the week of 11/01/2020 - 11/14/2020. Sunday (1) has 2.50 Hours. Monday (2) has 2.50 Hours. Wednesday (4) is selected and highlighted in blue. The time entry form below the calendar has the following fields: Earn Code (Regular Student Pay), Start Time (08:30 AM), End Time (01:00 PM), and Hours (4.50). The Start Time and End Time fields are circled in red. At the bottom, there are buttons for Exit Page, Cancel, Save, and Preview.

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Employee Dashboard > Timesheet > Tennis Player, W02017-00, S, 5505, Student Employment Office, Rate: \$10.800000

Tennis Player, W02017-00, S, 5505, Student Employment Office, Rate: \$10.800000

Restart Time Leave Balances

11/01/2020 - 11/14/2020 2.50 Hours 1 2.50 Hours 2 3 4 5 6 7 In Progress Submit By 11/16/2020, 10:00 AM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

1 2 3 4 5 6 7

Add Earn Code

Earn Code Start Time End Time Hours

Regular Student Pay 08:30 AM 01:00 PM 4.50

Add More Time

Exit Page Cancel Save Preview

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## Step Three: Submitting Your Time

# Submitting Your Timesheet

- ❖ **Please note:** Please only submit your timesheet once you have finished working for the pay period (at the end of the two weeks, or whenever you finish working).
- ❖ To submit, simply hit the “Preview” button on the bottom right hand side of the screen.
  - After Reviewing your timesheet to check that it is all correct, hit the submit button.
  - If you accidentally submit earlier than intended, you may hit the “Recall Timesheet” button and then make any adjustments necessary
    - **Please note:** If you do this, you have to resubmit your adjusted timesheet, please do not forget.

## Preview

Tennis Player, W02017-00, S, 5505, Student Employment Office

Pay Period: 11/01/2020 - 11/14/2020 | 7.00 Hours

Submit By: 11/16/2020, 10:00 AM

### Earning Distribution

Earn Code	Shift	Total
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Regular Student Pay	1	7.00
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<b>Total Hours</b>		7.00
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<b>Total Units</b>		0.00
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### Weekly Summary

Cancel

Submit

**If you have any issues not  
addressed by this guide  
regarding your timesheets,  
please contact us at  
[studentpayroll@swarthmore.edu](mailto:studentpayroll@swarthmore.edu)**

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