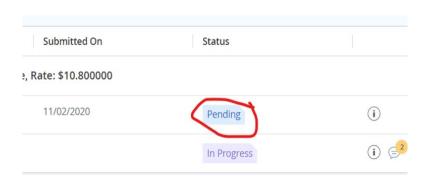
Filling Out Your Timesheet

Swarthmore Student Payroll Office

Step One: Access Your Timesheet

Accessing Your Timesheet

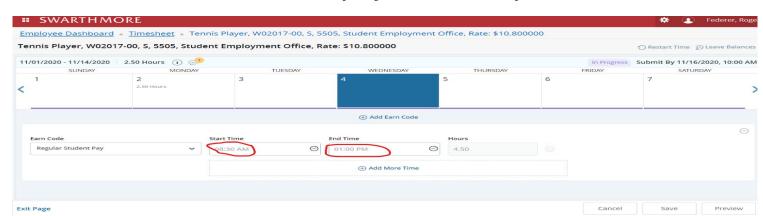
- Login to MySwat
- Go to the Employee Tab
- Click Employee 'Dashboard' and then the time sheet is found under the 'My Activities' section
- Click on the link taking you to your Timesheet
- Select "Enter Time"
- Select the position you are entering time for.
- If this is your first time entering time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



Step Two: Inputting Time

Entering Your Time

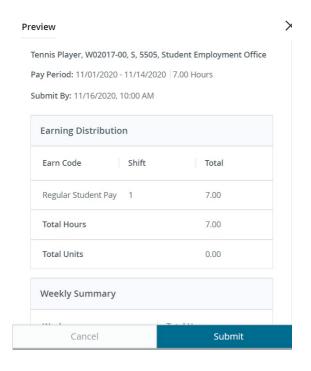
- First, select the day you are entering time for.
- Next, to enter your time, use the following format: HH:MM (am/pm)
 - > Starting at 8 am looks like 08:00 am**not** 8:00 am
- Next, hit "Save" to save the time you just entered into your timesheet.



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.



If you have any issues not addressed by this guide regarding your timesheets, please contact us at studentpayroll@swarthmore.edu