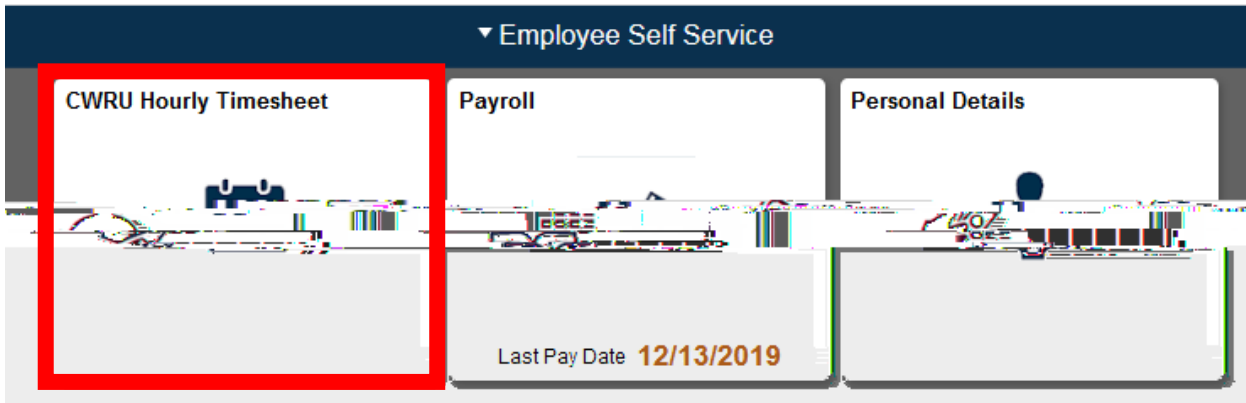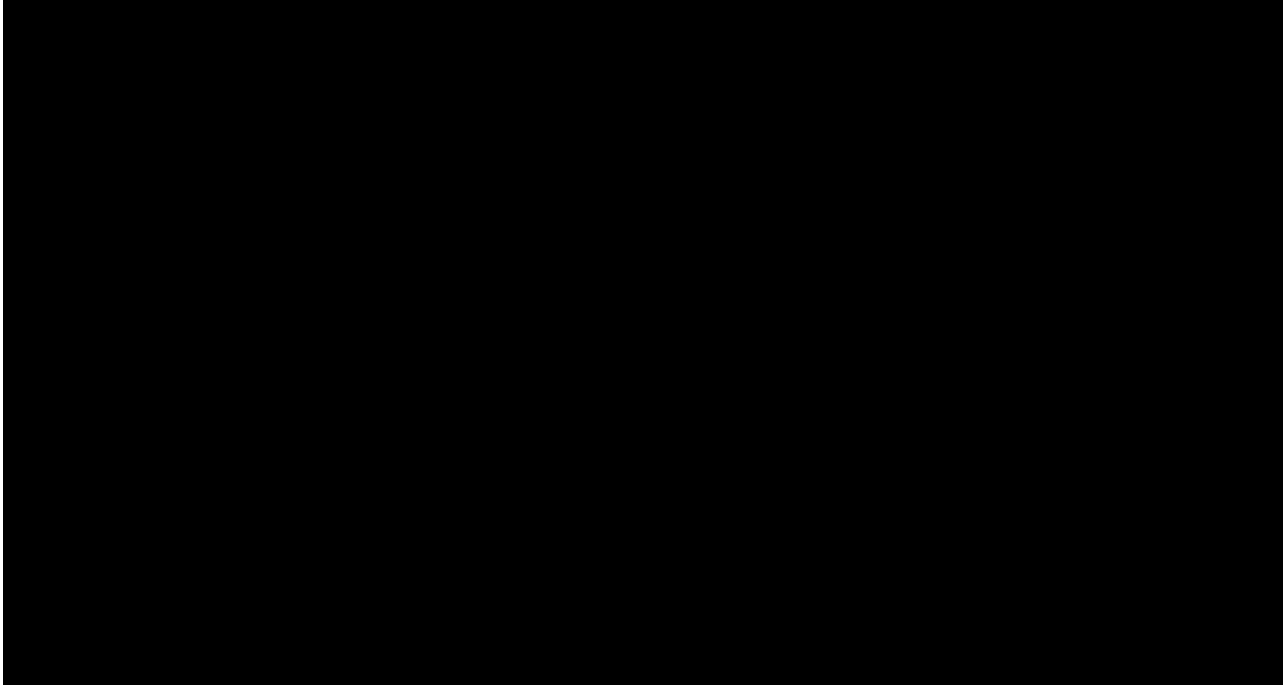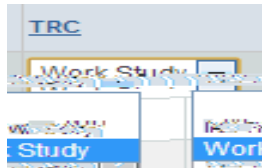## Case Hourly Timesheet (Student)

Procedure

Students can follow these directions to create timesheet entries in the Human Capital Management (HCM) system.
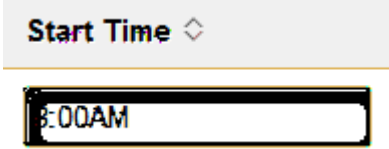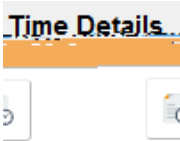

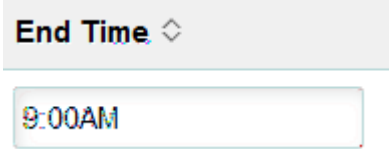| Step	Action
1.	Select the **CWRU Hourly Timesheet** tile.

Step	Action
2.	The **Case Hourly Timesheet** page appears. Click your **Empl ID** (employee ID number) to open your timesheet.

Step	Action
5.	Enter the time you started work into the **Start Time** field.
6.	You can enter **Break** times (out and return) by clicking on the time Details button.
7.	Enter the time you finished work into the **End Time** field.
8.	You can use the **Add** and **Delete** buttons to create and remove time entry rows as needed.
9.	When you are finished editing time entries, be sure to click the **Save** button or your updates will not be recorded.