

Case Hourly Timesheet (Student)

Procedure

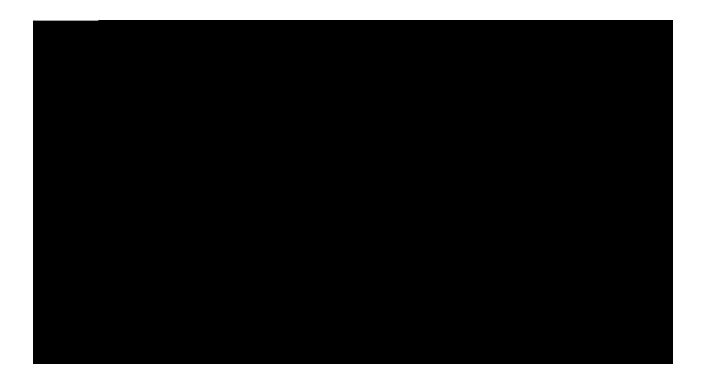
Students can follow these directions to create timesheet entries in the Human Capital Management (HCM) system.

▼ Employee Self Service			
CWRU Hourly Timesheet	Payroll	Personal Details	
	Last Pay Date 12/13/2019		

Step	Action
1.	Select the CWRU Hourly Timesheet tile.



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



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Step	Action
5.	Enter the time you started work into the Start Time field.
	Start Time 🗘
	B: OOAM
6.	You can enter Break times (out and return) by clicking on the time Details button.
	Time Details
	5
7.	Enter the time you finished work into the End Time field.
	End Time 🗘
	9:00AM
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.
	Sign out