

# Student Weekly Timecard At-a-Glance

**Assignment** VP for Administration & Finance Student Assistant  
**Timecard Period** July 25, 2004 - July 31, 2004  
**Salary Basis** Hourly

**Assignment** VP for Administration & Finance Student Assistant  
**Timecard Period** December 28, 2003 - January 03, 2004

Line#	Hours Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Actions
New	Departmental	08:00 AM - 11:40 AM	10:00 AM - 12:00 PM						5.7	Delete
New	Departmental		02:45 PM - 05:00 PM						2.3	Delete
		0.0	3.7	4.3	0.0	0.0	0.0	0.0	8.0	

Buttons: Save and Review for Submission, Cancel, Save For Later, Print Timecard, View Comments/History, Delete



10/13/04

1	Login with Username and Password	6	Click "Add a Row " and select Hours Type; enter hours, minutes and am/pm for start and stop time; additionally Dome students will select Event worked from list
2	Click "UNI Student Employee Self Service"	7	Click "Add a Row" to enter another Hours Type
3	Click "Timecard"	8	Click "Save for Later" to save an incomplete timecard
4	Click "New Timecard" icon to create a new timecard or Click the "Open" icon to update a Working timecard	9	Click "Save and Review for Submission" to review a completed timecard
5	Select Assignment and Timecard Period, then click "Go"		Click "Submit" to forward timecard for approval