Student Timesheet Guide

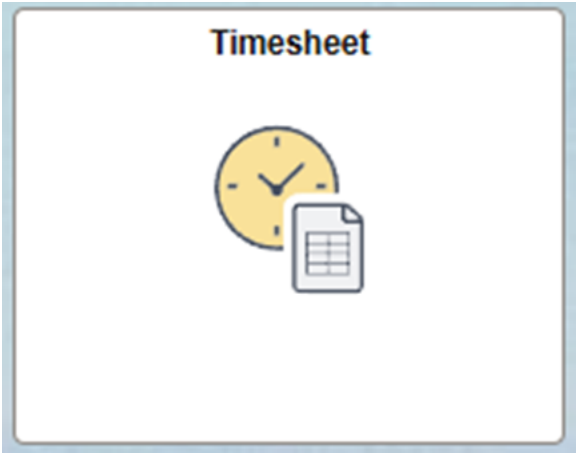
1. Log in to Employee Self-Service with your user ID (employee ID) and password. HRCMS Website

   Your User ID is **different** from your Banner ID, it should be a 6 digit number (Not the @ number). Your default Employee Self-Service password is the first letter of your first name (uppercase) + first letter of last name (lowercase) +Employee ID + the last 4 digits of your Social Security Number. When you log in to Employee Self-Service for the first time, you will be prompted to change your password and select the security questions you will be asked if you need to reset your password.

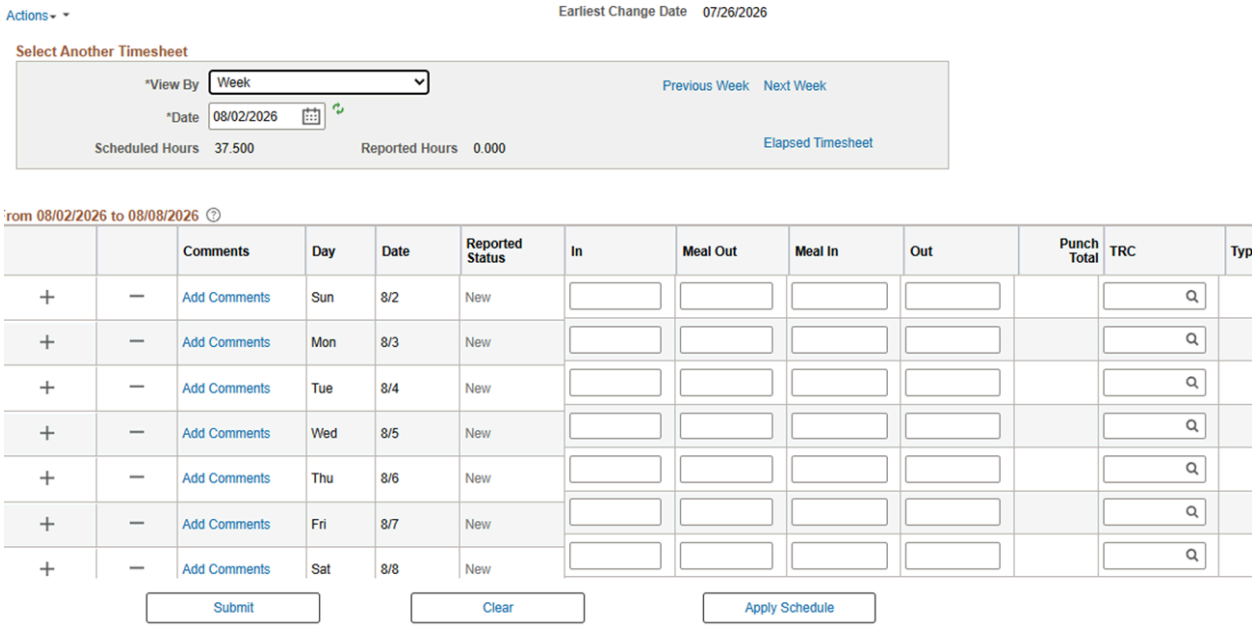
   For example, if your name is Mickey Hart, and your user id is "**123456**", then your password the first time you log on is "Mh**123456XXXX**". The last four X's represent your last four of the social.

   Once logged in you will update the password to something of your choosing.

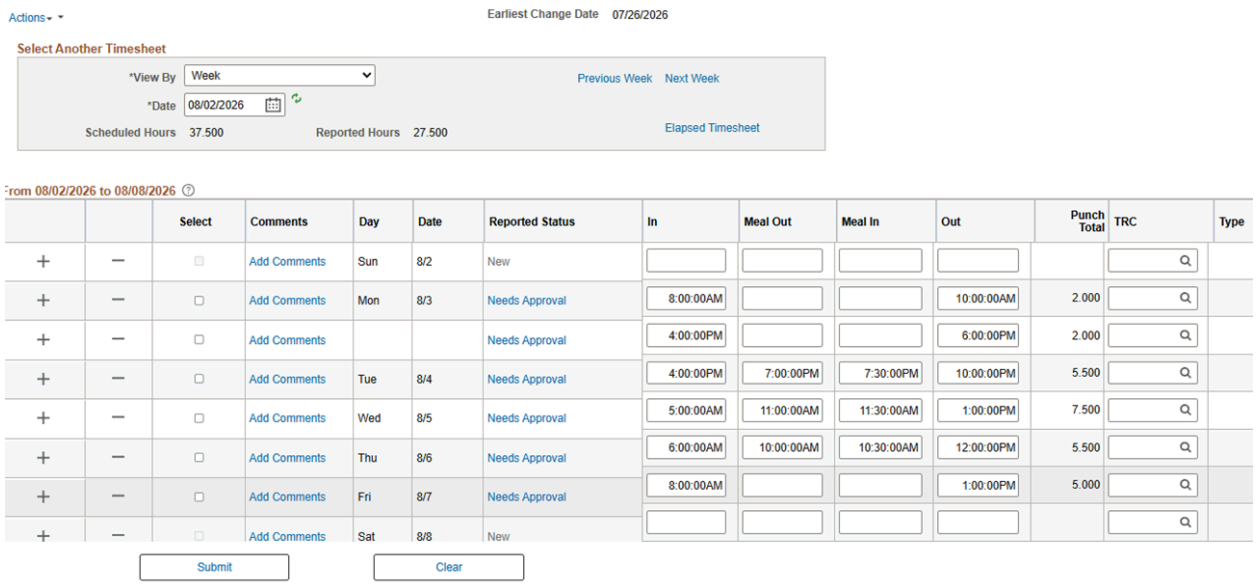
2. Click on the "Timesheet" Tile



3. If you have multiple jobs, you may have to select which timesheet you want to access. A table will pop-up with each job you currently have. Click the job and the timesheet will display (See Below).

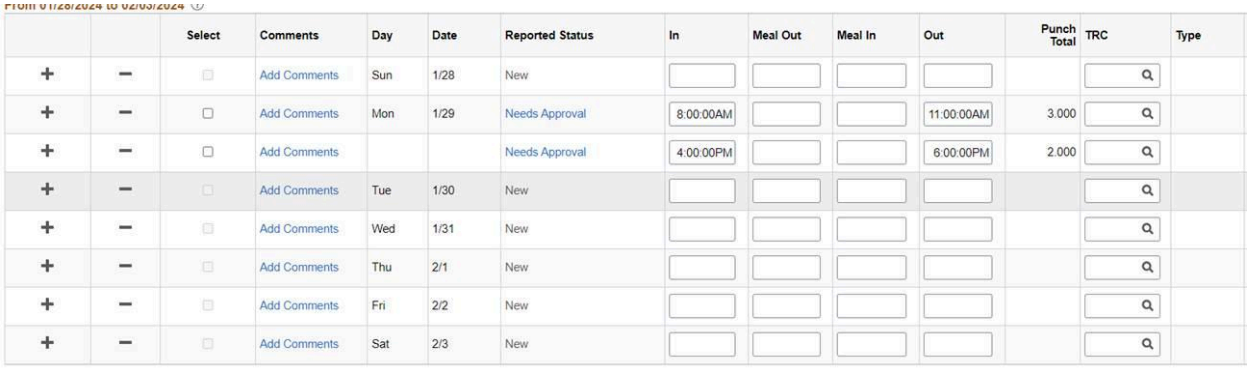


4. Put in the hours you worked using the in and out times on each day and click the “submit” button (Make sure to record times using am and pm for example 5pm would be 5:00pm on the timesheet). Leave all of the other fields (TRC and Quantity) blank.
5. Example: If you worked Monday 8/3 from 8am-10am, then again on Monday from 4pm-6pm, Tuesday 4pm-10pm, Wednesday 5am-1pm, Thursday 6am-12pm, and Friday 8am-1pm your timesheet should look like this:



6. If you work a shift that is longer than 6 hours, you must be given a break and it must be recorded on your timesheet in the “meal out” and “meal in” sections.

7. If you need to enter time for a previous week, you can click on the previous week button (circled above) to view your timesheet for the previous week.
8. The Plus (+) button on the left side of the timesheet can be used to add a row. The minus (-) symbol can be used to remove a row (as well as the information in the row).
9. If you work 2 shifts in a single day, please enter each shift on its own row, for example on Monday you worked 8:00am to 11:00am and then again from 4:00pm to 6:00pm, your timesheet should look like this (this is also the case where one shift is broken up by a break that is longer than 1 hour):



		Select	Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Type
+	−	☐	Add Comments	Sun	1/28	New							
+	−	☐	Add Comments	Mon	1/29	Needs Approval	8:00:00AM			11:00:00AM	3.000		
+	−	☐	Add Comments			Needs Approval	4:00:00PM			6:00:00PM	2.000		
+	−	☐	Add Comments	Tue	1/30	New							
+	−	☐	Add Comments	Wed	1/31	New							
+	−	☐	Add Comments	Thu	2/1	New							
+	−	☐	Add Comments	Fri	2/2	New							
+	−	☐	Add Comments	Sat	2/3	New							

10. It is important to remember to submit your timesheet after making changes or else the changes will not be saved.

A few things to keep in mind:

- If you work a shift that is longer than 6 hours you must be given at least a 30-minute lunch break and it must be recorded on your timesheet.
- You can only work up to 8 hours each day.
- You can only work up to 20 hours a week when classes are in session (40 hours over the summer). If you hold multiple jobs on campus, you need to make sure the combined hours among all of the jobs does not exceed 20 hours (Or 40 hours during the summer).
- You are not allowed to work during class time (even if the class is cancelled).
- We are paid on a bi-weekly basis.
- Timesheets should be entered for the week by Friday, we recommend submitting your timesheet after each shift.

If you have any questions or need to reset your password , please reach out to Payroll at Payhelp@fitchburgstate.edu or 978-665-3177.