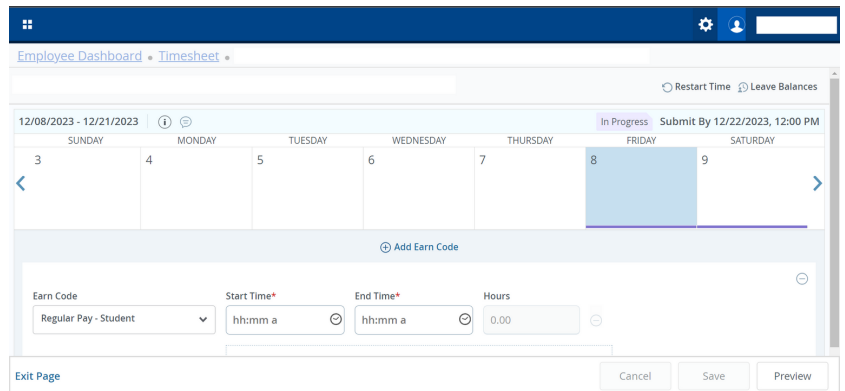


Submitting Missed Hours

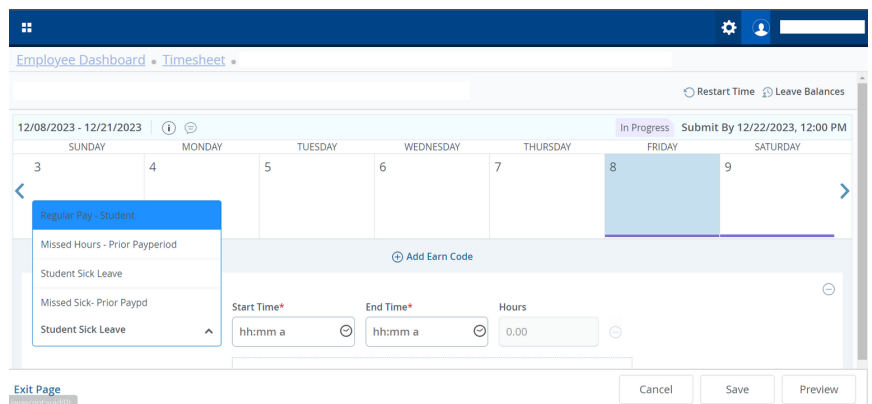
Student Employees complete timesheets biweekly through WebTime Entry. In the event that a student employee does not log hours worked in a given pay period, they can log this time as **Missed Hours** on their next timesheet. It is **VERY IMPORTANT** that **Missed Hours** are listed properly as there are limits on the number of hours that student employees can work per week.

1. Click on the first day of the timesheet (Friday) to enter hours



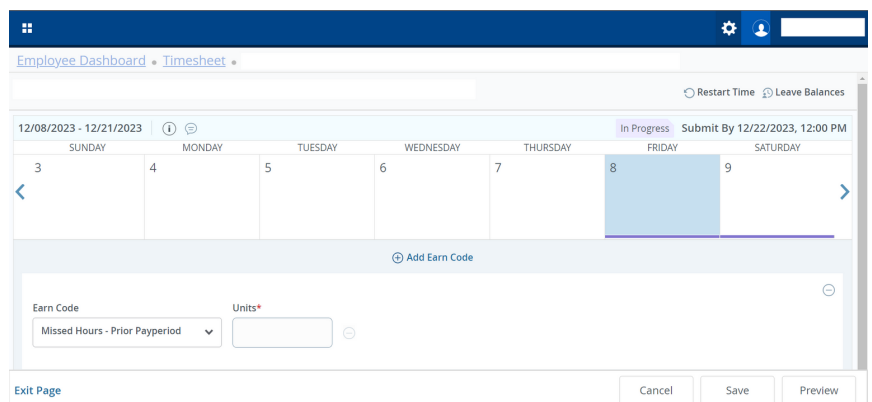
The screenshot shows the 'Employee Dashboard • Timesheet' interface. A calendar for the period 12/08/2023 - 12/21/2023 is displayed, with Friday (12/15/2023) highlighted. Below the calendar is the 'Add Earn Code' form. The 'Earn Code' dropdown is set to 'Regular Pay - Student'. The 'Start Time*' and 'End Time*' fields are empty, and the 'Hours' field is set to 0.00. Buttons for 'Exit Page', 'Cancel', 'Save', and 'Preview' are visible at the bottom.

2. Select **Missed Hours - Prior Payperiod** from the Earn Code dropdown



This screenshot shows the 'Add Earn Code' form with the dropdown menu open. The 'Missed Hours - Prior Payperiod' option is highlighted in blue. The 'Start Time*', 'End Time*', and 'Hours' fields remain empty. The 'Exit Page', 'Cancel', 'Save', and 'Preview' buttons are still present at the bottom.

3. Enter the total number of **Missed Hours** in the Units box, then **Save**



The screenshot shows the 'Add Earn Code' form with 'Missed Hours - Prior Payperiod' selected in the 'Earn Code' dropdown. The 'Units*' field is now active and contains a numerical value. The 'Start Time*', 'End Time*', and 'Hours' fields are still empty. The 'Exit Page', 'Cancel', 'Save', and 'Preview' buttons are visible at the bottom.

4. Add a comment outlining the dates and times that you worked from the previous pay period, then click **Save**

5. Once your timesheet is complete, click **Submit** for approval.