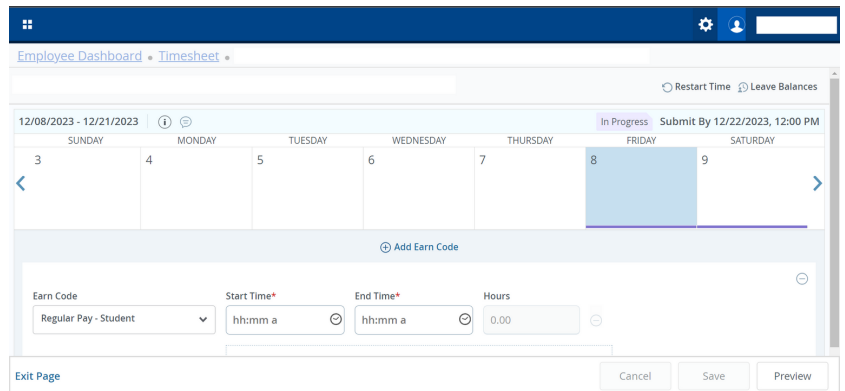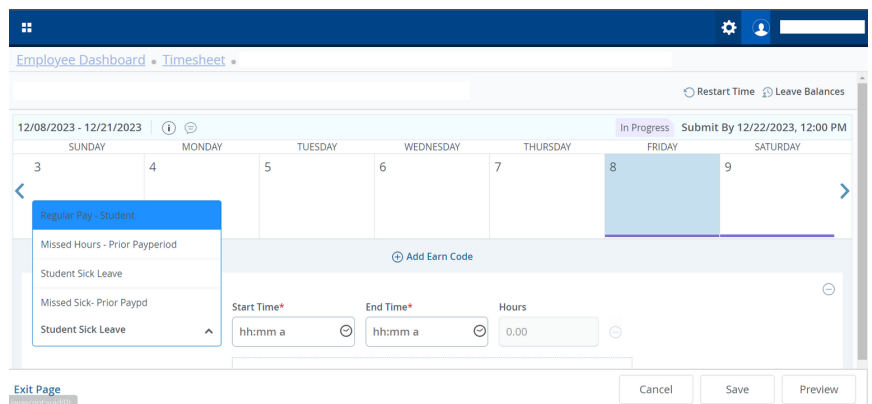# Submitting Missed Hours

Student Employees complete timesheets biweekly through <u>*WebTime Entry*</u>*. 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.*

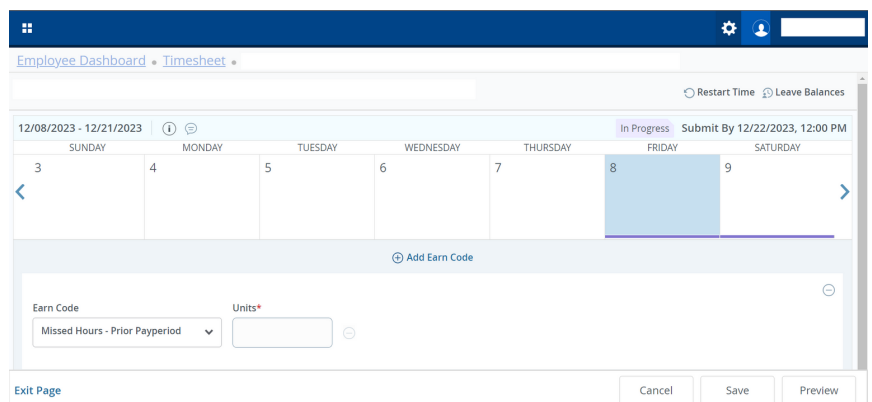1. Click on the first day of the timesheet (Friday) to enter hours

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

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

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.

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