Federal Work Study - How to submit timesheets during the Pandemic Response

- 1. Access Web Time Entry through the SHU Portal under the Profile tab.
- 2. Select the correct pay period and position.
- 3. Once your timesheet appears, enter hours based on your established schedule under the 'COVID-Sick Exception' Earning code.

Time Sheet
Name:
Title and Number:
Department and Number:
Time Sheet Period:

Student Worker -- W44225-19

Mar 06, 2020 to Mar 19, 2020 Mar 23, 2020 by 11:59 PM

Submit By Date:				Mar 23, 2020 by 11:59 PM			
Earning		Default Hours or Units		Total Units			Sunday Mar 08, 2020
Regular Pay - Student	1	0	2		Enter Hours	Enter Hours	Enter Hours
Missed Hours - Prior Payperiod	1	0		c	Enter Units	Enter Units	Enter Units
Student Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours
Missed Sick- Prior Paypd	1	0		С	Enter Units	Enter Units	Enter Unit
COVID-Sick Exception	1	0	0		Enter Hours	Enter Hours	Enter Hour
Total Hours:			2		0	0	(
Total Units:				С	0	0	(

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