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: Student Worker -- W44225-19

Department and Number:

Time Sheet Period: Mar 06, 2020 to Mar 19, 2020

Submit By Date: Mar 23, 2020 by 11:59 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Mar 06, 2020	Saturday Mar 07, 2020	Sunday Mar 08, 2020
Regular Pay - Student	1		0	2	Enter Hours	Enter Hours	Enter Hours
Missed Hours - Prior Payperiod	1		0	0	Enter Units	Enter Units	Enter Units
Student Sick Leave	1		0	0	Enter Hours	Enter Hours	Enter Hours
Missed Sick- Prior Paypd	1		0	0	Enter Units	Enter Units	Enter Units
COVID-Sick Exception	1		0	0	Enter Hours	Enter Hours	Enter Hours
Total Hours:			2		0	0	0
Total Units:				0	0	0	0

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