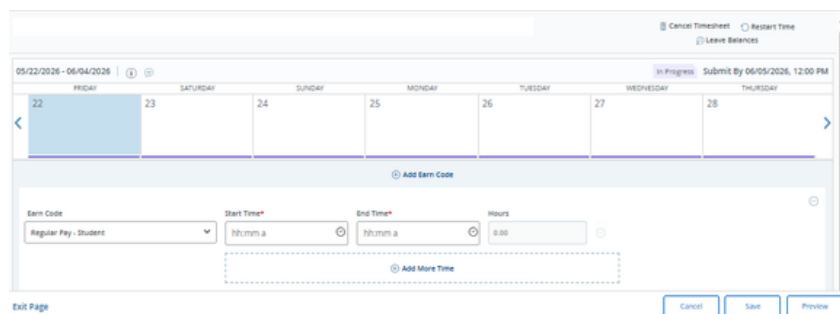


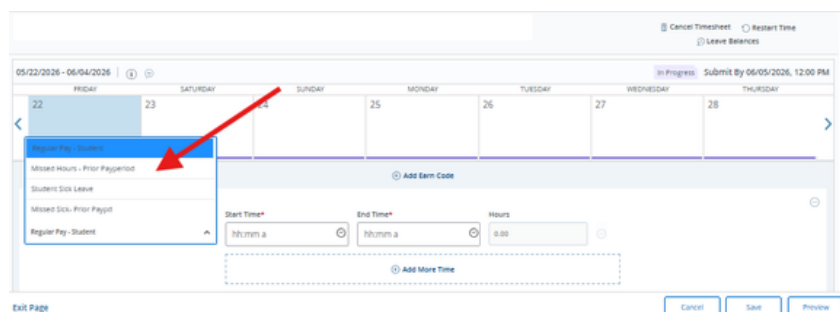
Entering Missed Hours

As a Student Employee, you are responsible for logging your hours on your timesheet via WebTime Entry according to the University's BiWeekly Payroll Schedule. In the event that you do not log time for which you have worked, you can must enter these hours on the next pay period's timesheet to receive your compensation. It is VERY IMPORTANT that you properly enter your Missed Hours as there are limits to the weekly hours permitted.

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



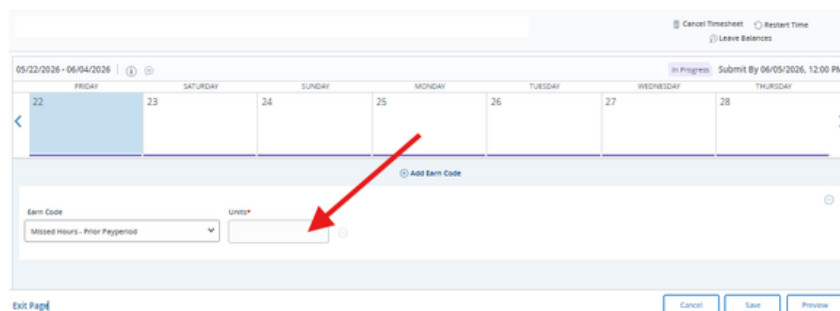
2. Select **Missed Hours - Prior Payperiod** from the *Earn Code* dropdown



3. Enter the total number of Missed Hours in the *Units* box. Be careful of minutes when logging this time

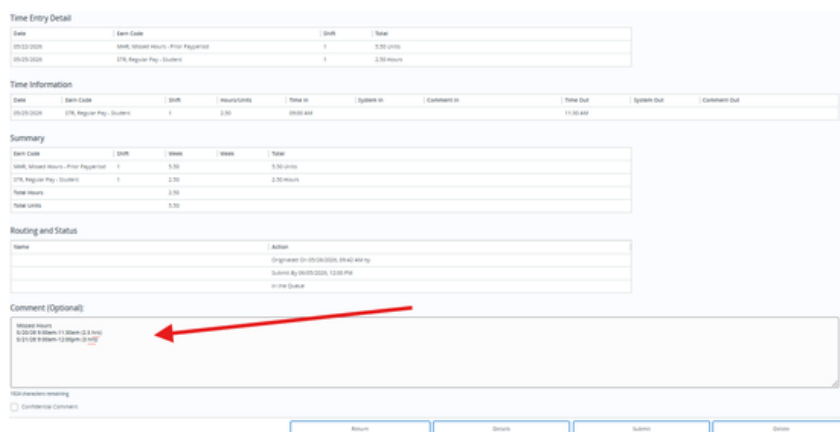
• **Example:** 3 hrs 15 minutes = 3.25 hrs

Click **Save** when complete.



4. Continue to log your hours for the pay period. Once complete, click **Preview** to review your timesheet. On the Preview, you will see a **Comment** box. You **MUST** detail the Missed Hours in this **Comment** box, including the dates and times worked, prior to submitting.

• **Sample Comment:** 5.5 Missed Hours, 5/20/26 9:00am-11:30am (2.5 hrs), 5/21/26 9:00am-12:00pm (3 hrs)



Incomplete timesheets may be declined or returned by your Supervisor. It is VERY IMPORTANT that you detail the Missed Hours in the Comment box to complete your timesheet.