

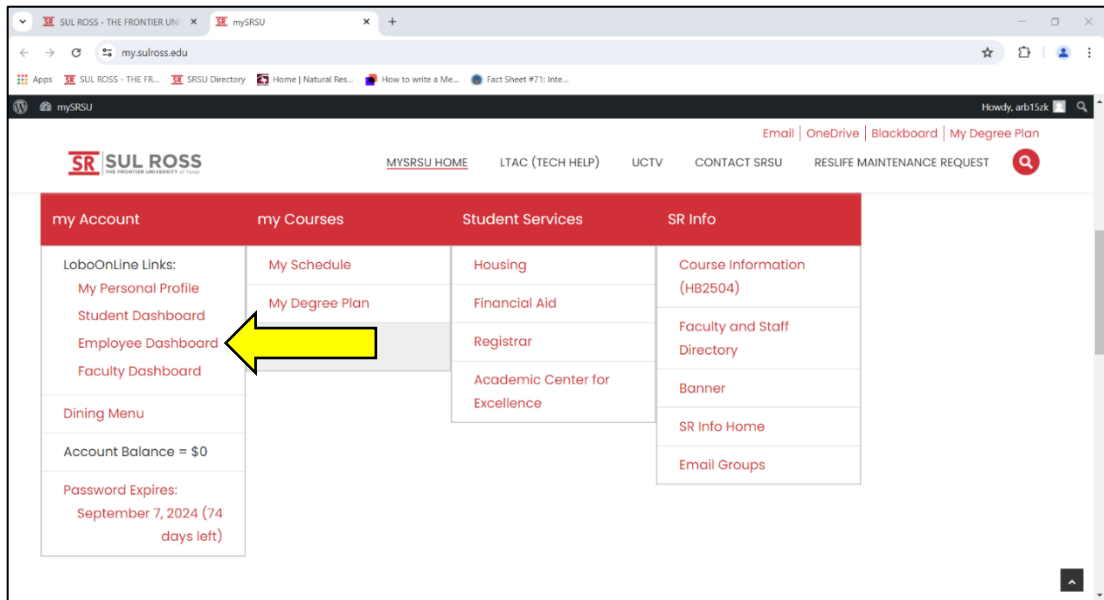
STEM Internship Program – Student Timesheet Guide

Title III STEM LoboTrack to Success (LTS)

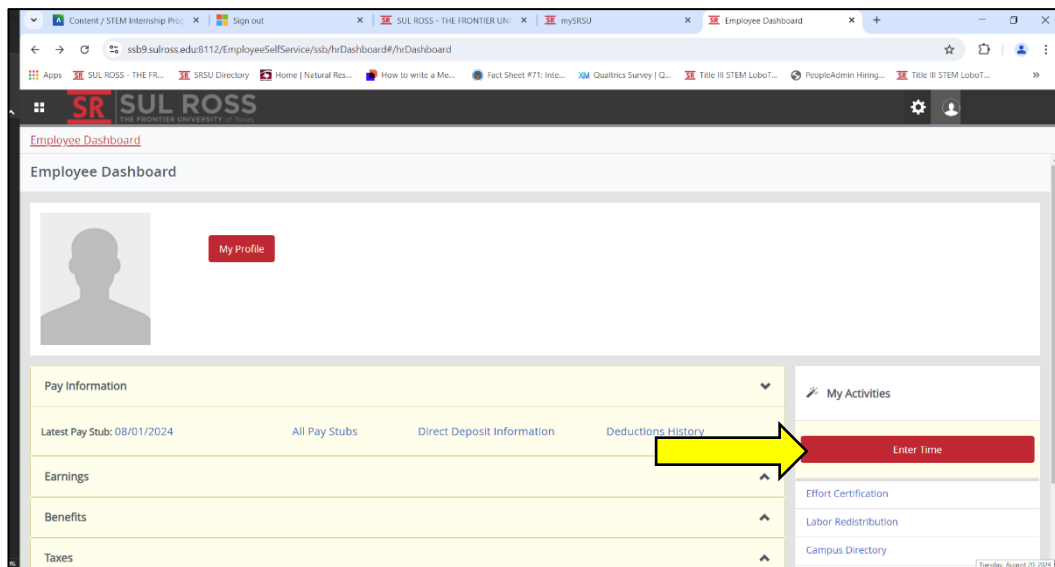
Sul Ross State University

Student Time Entry Process:

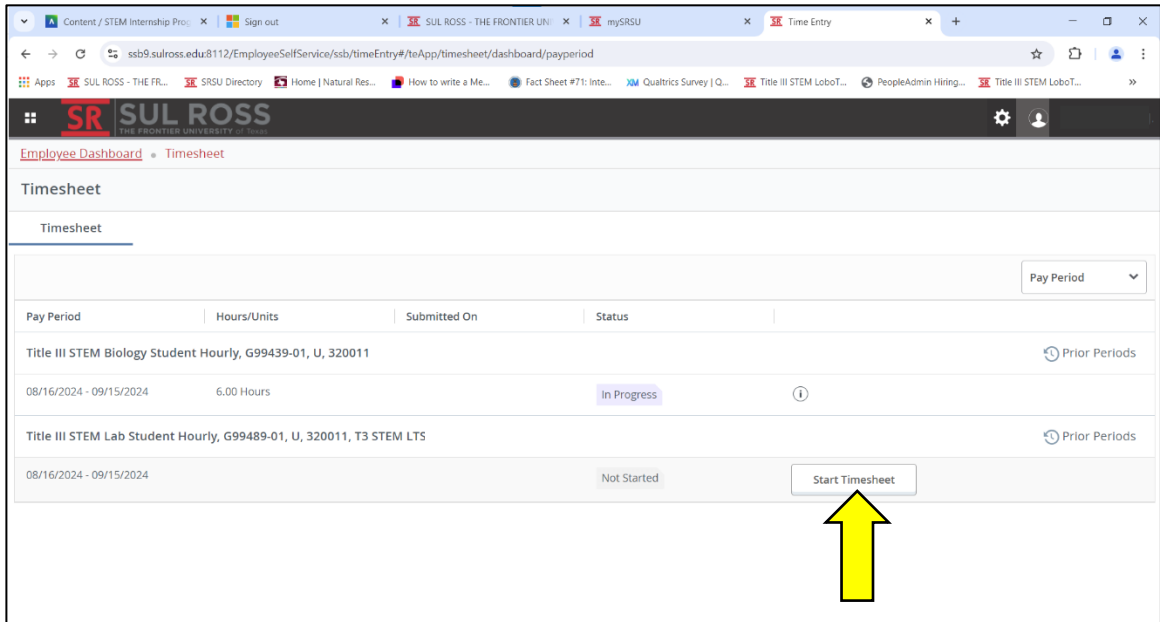
1. Access the Time Entry system through the mySRSU portal:
 - Navigate to the mySRSU portal at <https://my.sulross.edu/>
 - Enter your username and password
 - Scroll to **My Account** and select **Employee Dashboard**



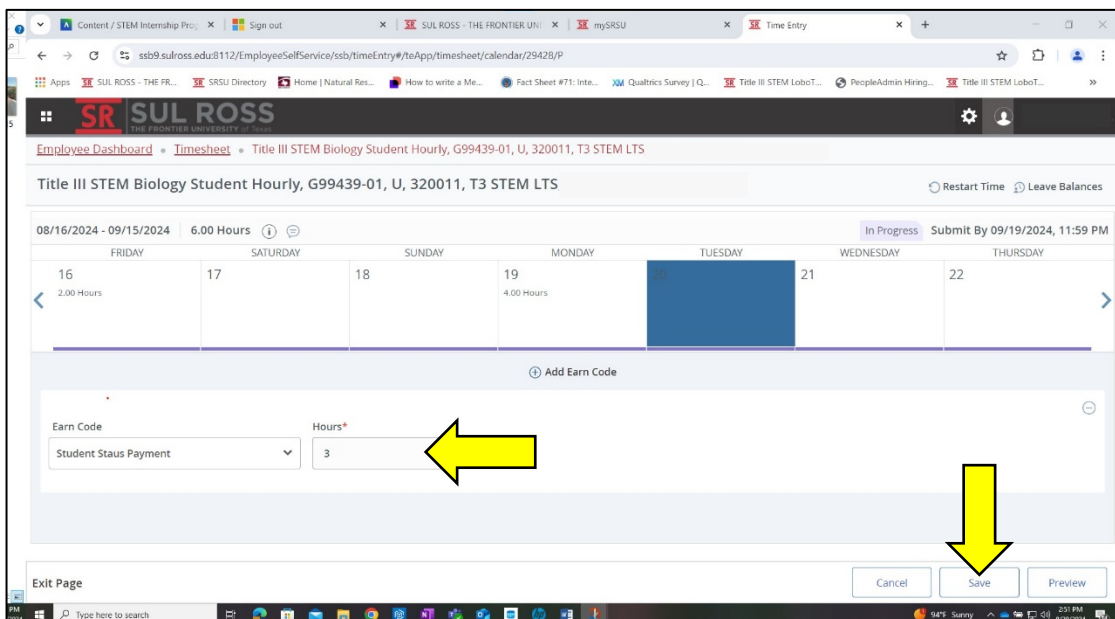
2. Under the **My Activities**, select **Enter Time** to access the timesheets:



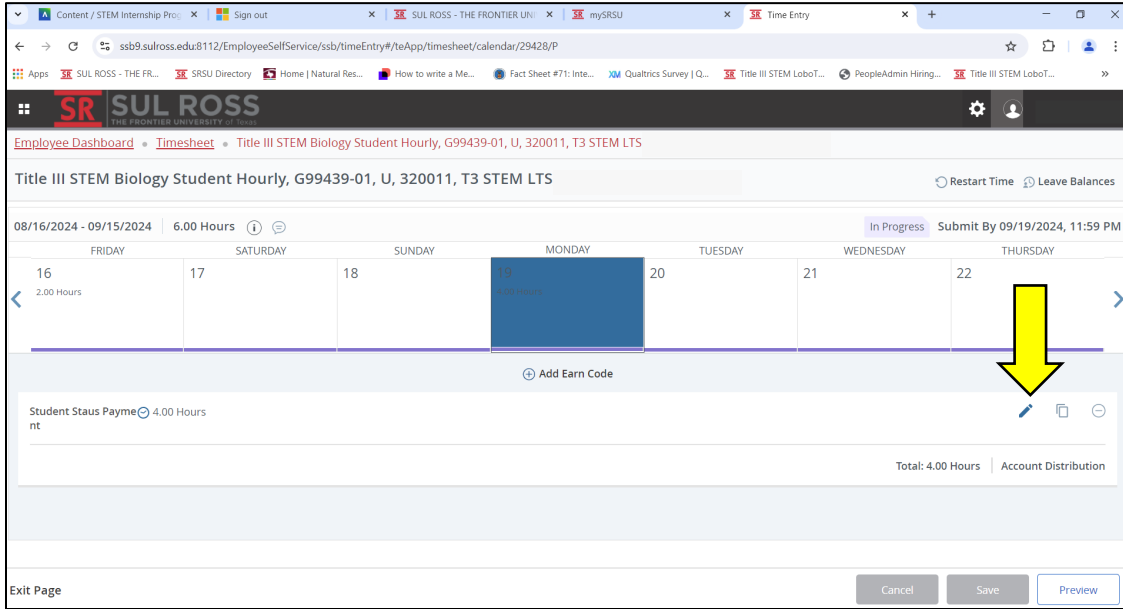
3. After selecting “Enter Time”, the pay periods that are open are displayed. Prior Periods can be accessed by clicking on the “Prior Periods” icon. To begin a new pay periods, select **Start Timesheet**. To open an active Timesheet, select either “Pending” or “In Progress” under the Status column. Pending means the Timesheet has been submitted to the Supervisor for approval and In-Progress means you have not yet submitted the Timesheet. If you have more than one job/position, you will have multiple timesheets. Select the current job.



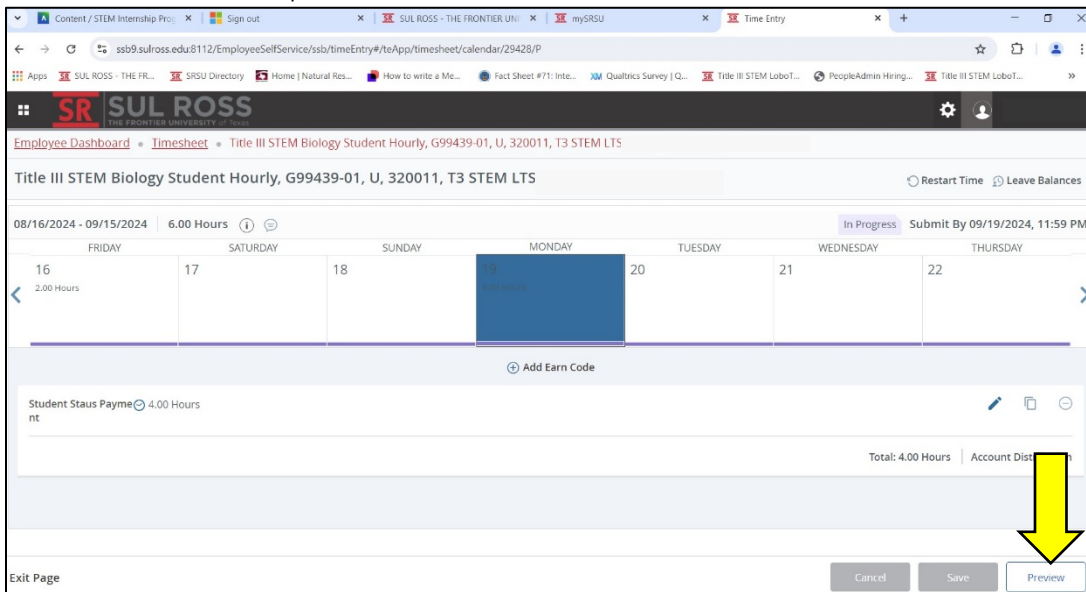
4. The timesheet displays with the current working week. Select the day you wish to enter time and enter your hours. Please note that the calendar start date may vary. Be mindful of your selection when entering time. Input your hours for the day underneath **Hours** and click **Save**.



5. To edit existing hours, select the edit icon to adjust the time. Select save.



6. To review your Timesheet and prepare to submit it for approval, click on **Preview**. Confirm total hours per week are accurate.



7. After reviewing your hours, submit your Timesheet.
- Scroll to the bottom of the Preview box.
 - You may add an optional comment to share with your supervisor.
 - You must check the box acknowledging **I certify...** before you can Submit your Timesheet for approval.
 - Click **Submit** to submit your Timesheet to your supervisor for approval.

Please contact our office should you have any questions or concerns!