

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 <u>https://my.sulross.edu/</u>
  - Enter your username and password
  - Scroll to My Account and select Employee Dashboard

SUL ROSS - THE FRONTIER UNIX SE my	ySRSU ×	+							-	٥	×
← → ♂ ↔ my.sulross.edu								☆	Ð		:
🗰 Apps  🖸 SUL ROSS - THE FR 🤦 SRSU Directory	y 🔄 Home   Natural Res 🍵	How to write a Me	Fact Sheet #71: Inte								
🚯 🚳 mySRSU								How	dy, arb15	zk 📃	٩, 1
					Email	OneDrive	Blackboard M	y Degr	ee Plan		
		MYSRSU HOME	LTAC (TECH HELP)	UCTV	CONTACT SRSU	RESLIFE	MAINTENANCE REQ	UEST	٩		
my Account	my Courses	Ste	udent Services		SR Info						
LoboOnLine Links:	My Schedule	ŀ	lousing		Course Information	n					
My Personal Profile	My Degree Plan		Eingnoid Aid		(HB2504)						
Student Dashboard	My Degree Fidit				Faculty and Staff	Faculty and Staff					- 1
Employee Dashboard		F	legistrar		Directory						
Faculty Dashboard	N		Academic Center for		Banner						
Dining Menu		E	xcellence								
					SR Info Home						
Account Balance = \$0					Email Groups						
Password Expires:											
September 7, 2024 (74											
days left)											
	1									_	
										2	

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

Content / STEM Internship Prog × Sign out	× I I SUL ROSS - THE FRONTIER UNI × I I mySRSU	× 🕱 Employee Dashboard × + – 🗇 ×
← → ♂ ₅ ssb9.sulross.edu:8112/EmployeeSelfService/ssb/hr	Dashboard#/hrDashboard	☆ 🏼 🕹 🕹 🔹 🗄
🔛 Apps  SUL ROSS - THE FR 🧏 SRSU Directory 💽 Home   Natural Re	i 💼 How to write a Me 🔞 Fact Sheet #71: Inte XM Qualtrics Survey   Q	🛐 Title III STEM LoboT 🔇 PeopleAdmin Hiring 🧕 Title III STEM LoboT »
		¢ 1
Employee Dashboard		
Employee Dashboard		
My Profile		
Pay Information		✓ X My Activities
Latest Pay Stub: 08/01/2024 All Pay Stu	bs Direct Deposit Information Deductions	History Enter Time
Earnings		
Papafita		Effort Certification
benefits		Cabor Redistribution
Taxes		Campus Directory Tuesday, August 20, 2024

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.

Content / STEM Internship Prog × Sign out	× SUL ROSS - THE FR	ONTIER UNI × SE mySRSU	× SE Time Entry	× +	- (	5 ×
← → ♂ ℃ ssb9.sulross.edu:8112/EmployeeSelfService/ssb	o/timeEntry#/teApp/timesheet/da	shboard/payperiod			☆ ひ	😩 :
Apps 🕱 SUL ROSS - THE FR 🧏 SRSU Directory 🛐 Home   Natur	al Res 📕 How to write a Me	Fact Sheet #71: Inte XM Qualtrics Survey	I Q 🛐 Title III STEM LoboT 🔇	PeopleAdmin Hiring SR Titl	e III STEM LoboT	*
				¢	2	).
Employee Dashboard   Timesheet						
Timesheet						
Timesheet						
					Pay Period	~
Pay Period Hours/Units	Submitted On	Status				
Title III STEM Biology Student Hourly, G99439-01, U, 320	0011				C Prior Pe	eriods
08/16/2024 - 09/15/2024 6.00 Hours		In Progress	$(\mathbf{i})$			
Title III STEM Lab Student Hourly, G99489-01, U, 320011	, T3 STEM LTS				🕚 Prior Pe	eriods
08/16/2024 - 09/15/2024		Not Started	Start Times	heet		
				<b>&gt;</b>		

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**.

😮 💌 🚺 Content / STEM Internship Pro	pg 🗙   📑 Sign out	× SUL ROSS - TH	HE FRONTIER UNI × SE mySRSU	× SR Time	e Entry X	+ – a ×
← → C <sup>2</sup> ssb9.sulross	.edu:8112/EmployeeSelfService/s	sb/timeEntry#/teApp/timeshee	t/calendar/29428/P			☆ 한 😩 i
Apps SUL ROSS - THE FR	SRSU Directory 🚺 Home   Nati	ural Res 📄 How to write a Me.	📵 Fact Sheet #71: Inte 🕅 Qu	ualtrics Survey   Q <u>SR</u> Title III STE	M LoboT 🔇 PeopleAdmin Hirin	g SR Title III STEM LoboT »
= SR SUL	ROSS					<b>\$</b>
Employee Dashboard • Tim	nesheet • Title III STEM Bio	logy Student Hourly, G994	439-01, U, 320011, T3 STEM LT	S		
Title III STEM Biology	Student Hourly, G994	439-01, U, 320011, T	3 STEM LTS			🔿 Restart Time 🚯 Leave Balances
08/16/2024 - 09/15/2024	6.00 Hours 🧃 🗐				In Progress	Submit By 09/19/2024, 11:59 PM
FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
16 2.00 Hours	17	18	19 4.00 Hours	20	21	22
			(1) Add Earn Code			
Earn Code	Hours					G
Exit Page					Cancel	Save Preview
P Type here to search	H 💽 🗊 😭 I	<b>= 0 10 11 15</b> 1	og 📼 🥠 📧 🚺			94°F Sunny 🔨 👄 🖶 🖓 251 PM

Page 2 of 3

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

Content / STEM Internshin P	roc 🗙 📕 Sign out			8511	X SR Time Entry	×		×
concerty shear internants i	log in a sign out	- Jan Sterioss men	nonmeroni i j <u>in</u> inju		in the city			~
← → C °5 ssb9.sulros	ss.edu:8112/EmployeeSelfService/ss	b/timeEntry#/teApp/timesheet/ca	alendar/29428/P				☆ 🎦 🔮	
Apps SUL ROSS - THE FR	🕱 SRSU Directory 💽 Home   Natu	ral Res 📄 How to write a Me	Fact Sheet #71: Inte	XM Qualtrics Survey   Q	SR Title III STEM LoboT	PeopleAdmin Hiring	g SR Title III STEM LoboT	»
							<b>\$</b>	
Employee Dashboard • Tir	mesheet • Title III STEM Bio	ogy Student Hourly, G99439	9-01, U, 320011, T3 STE	M LTS				
Title III STEM Biology	Student Hourly, G994	39-01, U, 320011, T3	STEM LTS				🕤 Restart Time 👔 Leave Bala	inces
08/16/2024 - 09/15/2024	6.00 Hours 👔 🗐					In Progress	Submit By 09/19/2024, 11:5	59 PM
FRIDAY	SATURDAY	SUNDAY	MONDAY	TU	ESDAY	WEDNESDAY	THURSDAY	_
16	17	18	19	20	21		22	
< 2.00 Hours			4.00 Hours					>
			🕀 Add Earn Cod	e			$\checkmark$	
Student Staus Payme () 4.00 nt	0 Hours						/	Θ
						Total: 4	.00 Hours Account Distribut	ion
Exit Page						Cancel	Save	w

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

_								
Content / STEM Internship Pro	og 🗙   📑 Sign out	× 1 🗵 SUL ROSS - THE F	RONTIER UNI × SE my:	SRSU ×	Ime Entry	× +	-	o ×
← → C <sup>a</sup> ssb9.sulross.	.edu:8112/EmployeeSelfService,	/ssb/timeEntry#/teApp/timesheet/c	alendar/29428/P				☆ ひ	
Apps SUL ROSS - THE FR	SRSU Directory 💽 Home   Na	atural Res 💼 How to write a Me	Fact Sheet #71: Inte	XM Qualtrics Survey   Q	Title III STEM LoboT	PeopleAdmin Hiring.	SE Title III STEM LoboT	>>
= SR SUL							* 🔹	
Employee Dashboard • Tim	esheet • Title III STEM B	iology Student Hourly, G9943	9-01, U, 320011, T3 ST	EM LTS				
Title III STEM Biology S	Student Hourly, G99	9439-01, U, 320011, T3	STEM LTS				🔿 Restart Time 👔 Leave	Balances
08/16/2024 - 09/15/2024	6.00 Hours ( 🍺					In Progress	Submit By 09/19/2024,	11:59 PM
FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDA	Y	WEDNESDAY	THURSDAY	
16 <.00 Hours	17	18	19 4.00 Hours	20	21		22	>
			+ Add Earn Coo	je				
Student Staus Payme () 4.00 nt	Hours						/ 0	Θ
						Total: 4.	00 Hours   Account Dist	
Exit Page						Cancel	Save P	review

- 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!