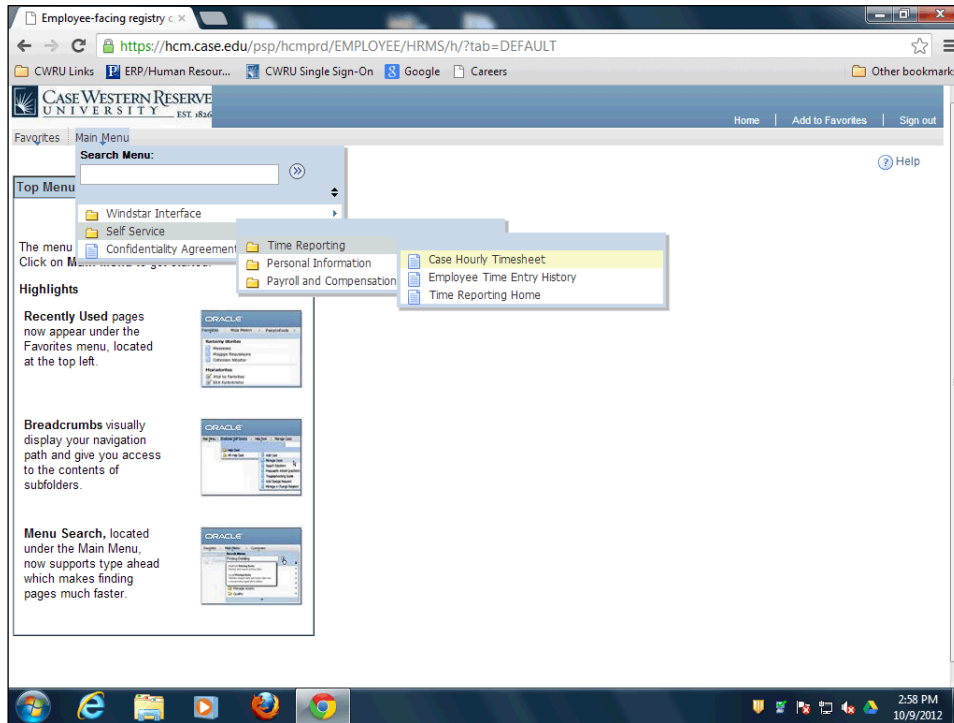
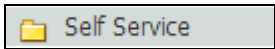
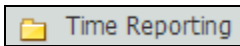
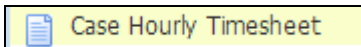


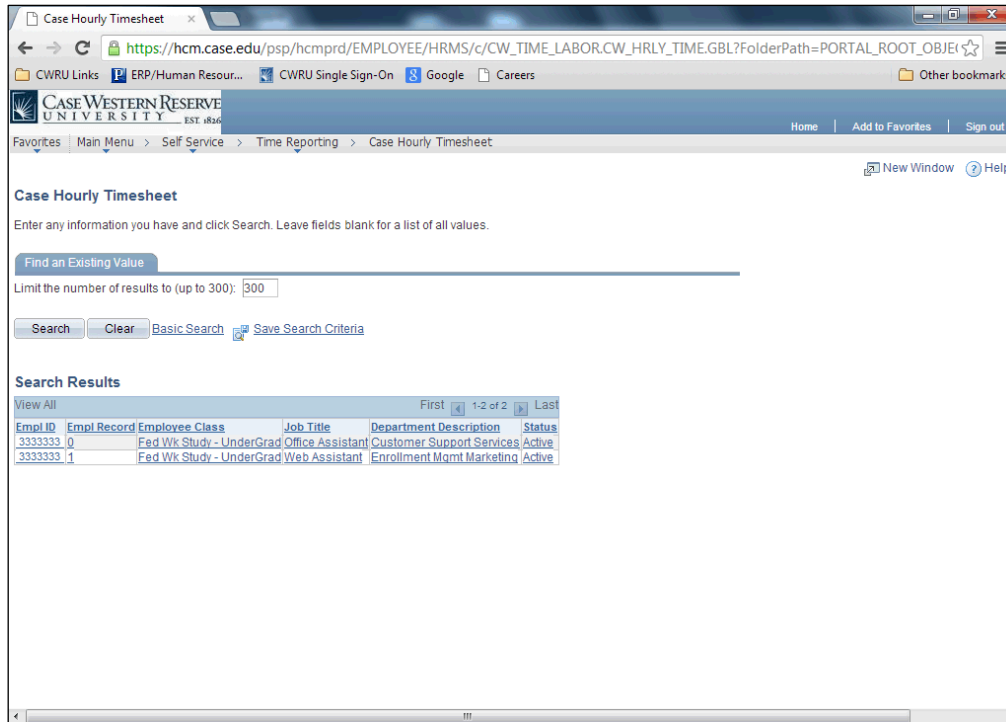
## Case Hourly Timesheet (Student)


### Procedure

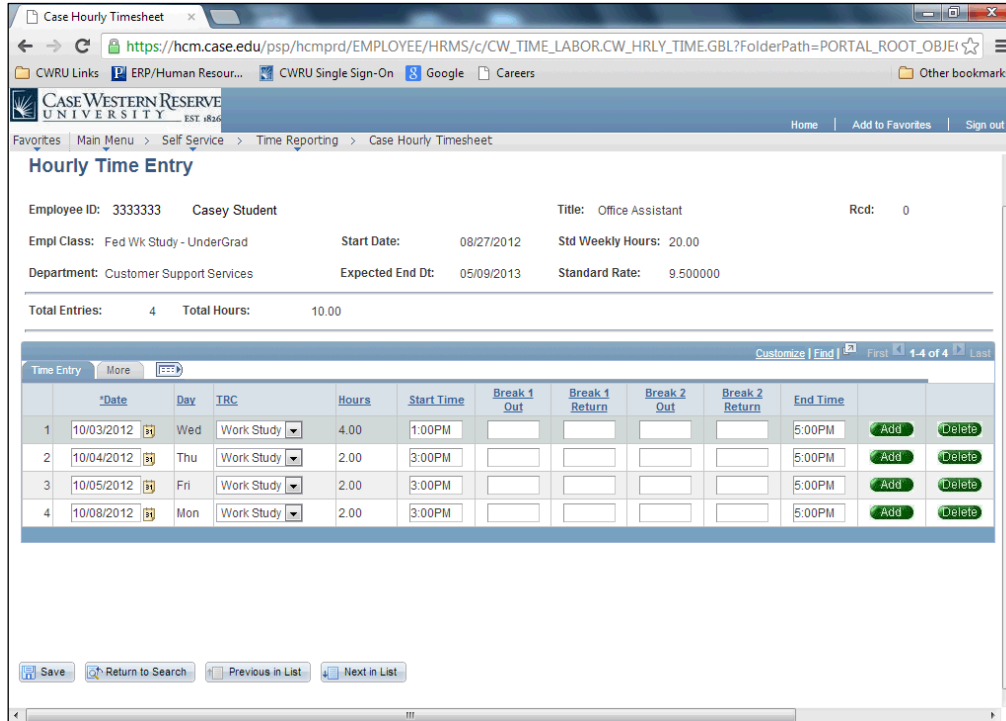
Students can follow these directions to create timesheet entries in the Human Capital Management (HCM) system.



Step	Action
1.	From the HCM main menu, click the <b>Self Service</b> link. 
2.	Click the <b>Time Reporting</b> link. 
3.	Click the <b>Case Hourly Timesheet</b> link. 



Step	Action
4.	<p>The <b>Case Hourly Timesheet</b> page appears. Click your <b>Empl ID</b> (employee ID number) to open your timesheet.</p> 



Case Hourly Timesheet

https://hcm.case.edu/psp/hcmprd/EMPLOYEE/HRMS/c/CW\_TIME\_LABOR.CW\_HRLY\_TIME.GBL?FolderPath=PORTAL\_ROOT\_OBJE...

Case Western Reserve University

Hourly Time Entry

Employee ID: 3333333   Casey Student   Title: Office Assistant   Rcd: 0

Empl Class: Fed Wk Study - UnderGrad   Start Date: 08/27/2012   Std Weekly Hours: 20.00

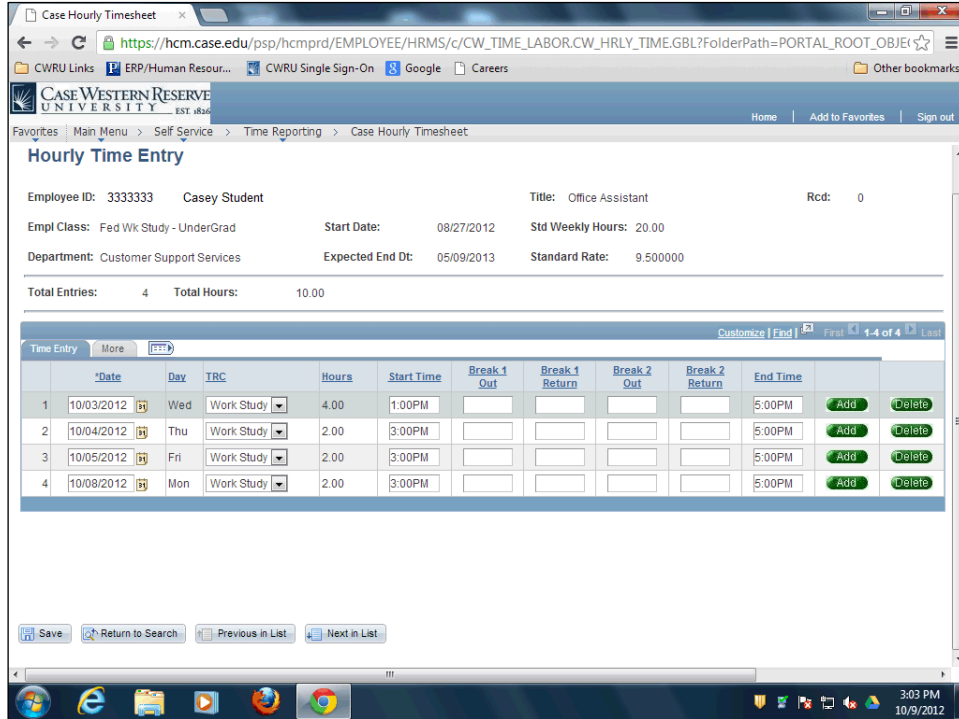
Department: Customer Support Services   Expected End Dt: 05/09/2013   Standard Rate: 9.500000

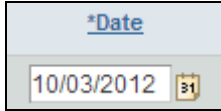
Total Entries: 4   Total Hours: 10.00

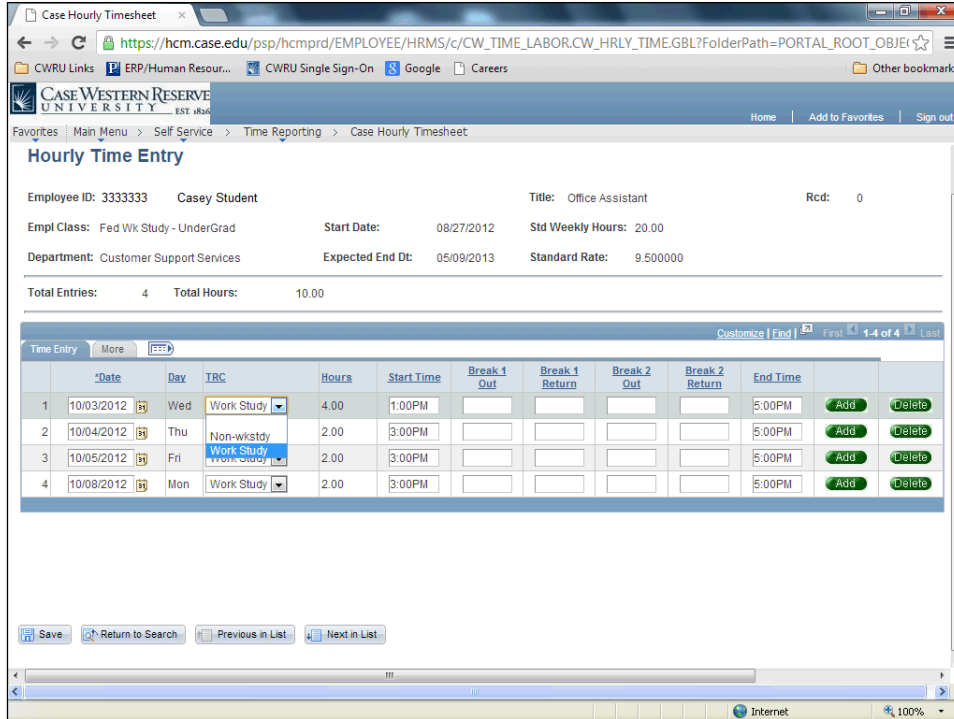
	Date	Day	TRC	Hours	Start Time	Break 1 Out	Break 1 Return	Break 2 Out	Break 2 Return	End Time		
1	10/03/2012	Wed	Work Study	4.00	1:00PM					5:00PM	Add	Delete
2	10/04/2012	Thu	Work Study	2.00	3:00PM					5:00PM	Add	Delete
3	10/05/2012	Fri	Work Study	2.00	3:00PM					5:00PM	Add	Delete
4	10/08/2012	Mon	Work Study	2.00	3:00PM					5:00PM	Add	Delete

Save   Return to Search   Previous in List   Next in List

Step	Action
5.	<p>The <b>Hourly Time Entry</b> page appears. Here you can record the time you work, including breaks taken to attend class, under either the <b>Work Study</b> or <b>Non-work Study</b> Time Reporting Codes (TRCs).</p> <p>Each row on the timesheet represents one work day and the type of hours worked for that eight hour period.</p>



Step	Action
6.	<p>You can enter the <b>Date</b> manually or use the calendar icon to select the date from the calendar pop-up menu.</p> 



Step	Action
7.	Select either the <b>Non-wkstdy</b> or <b>Work Study TRC</b> from the drop down list.

TRC

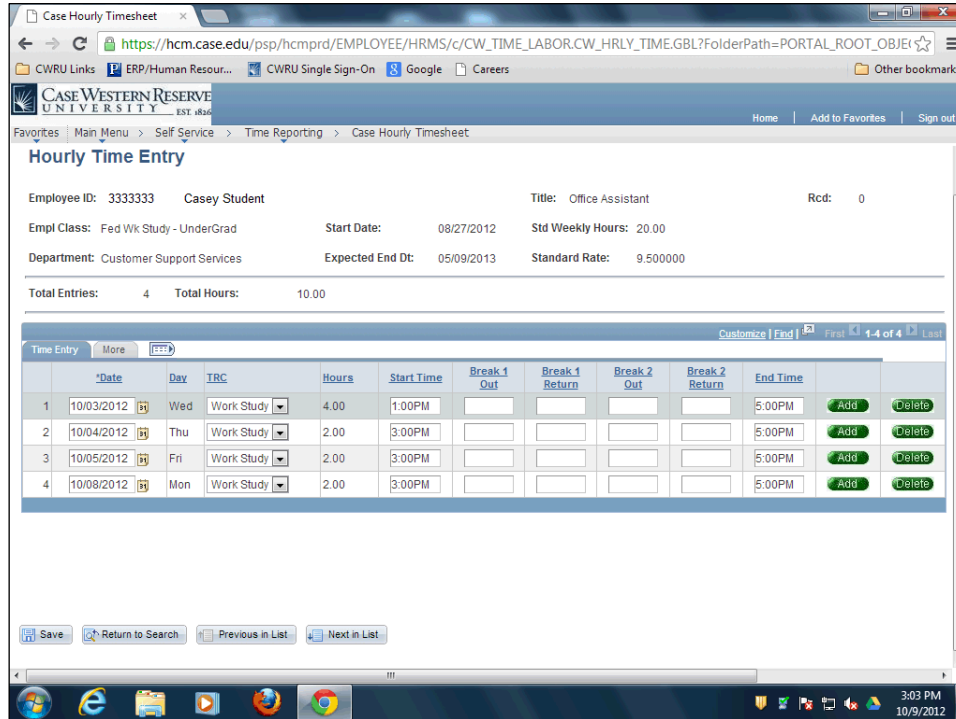
Work Study ▼

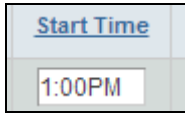
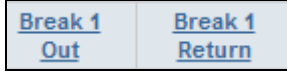
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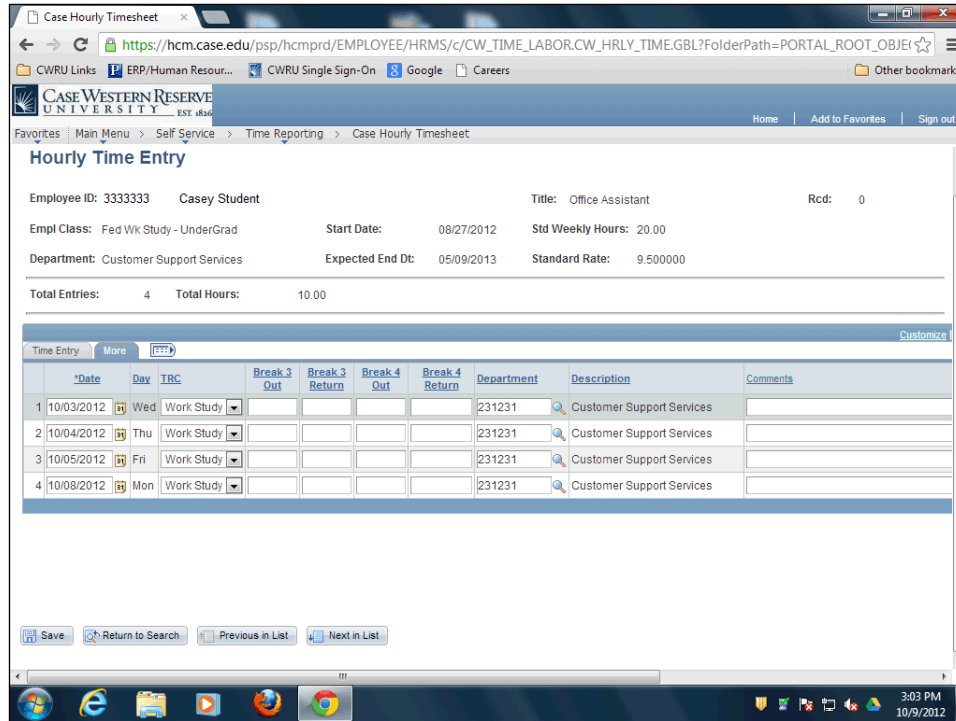
Non-wkstdy


Work Study

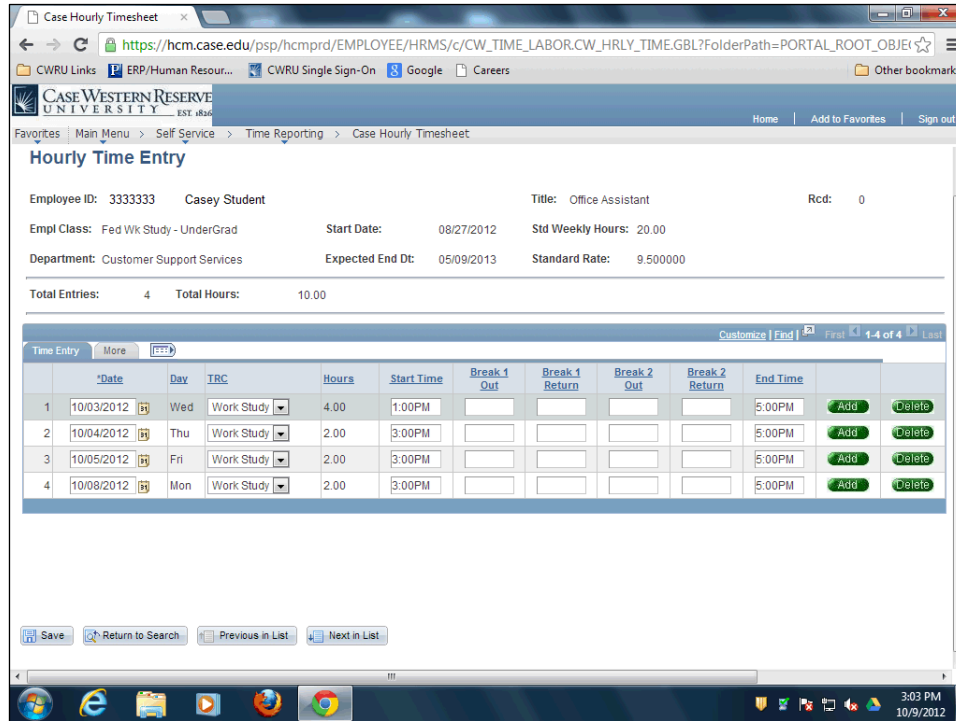
Work Study ▼

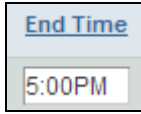



Step	Action
8.	Enter the time you started work into the <b>Start Time</b> field. 
9.	You can enter <b>Break</b> times (out and return) into the fields provided. 

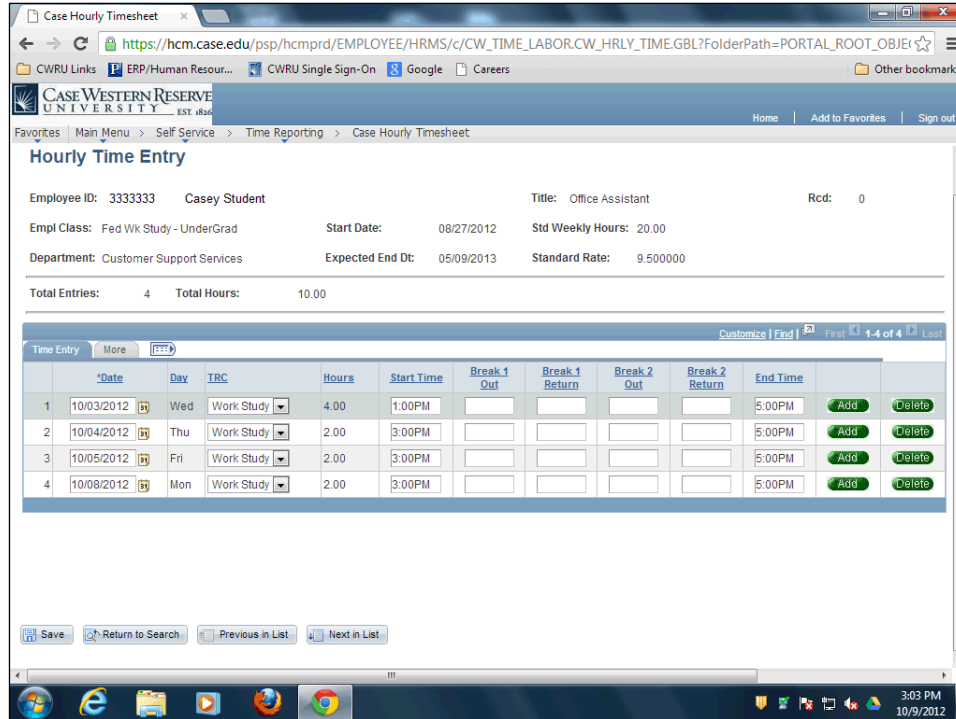


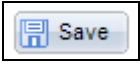
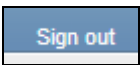
Step	Action
10.	If you click the <b>More</b> tab (next to the Time Entry tab), there are additional <b>Break</b> fields available.  



Step	Action
11.	Enter the time you finished work into the <b>End Time</b> field.
	
12.	You can use the <b>Add</b> and <b>Delete</b> buttons to create and remove time entry rows as needed.
	





Step	Action
13.	When you are finished editing time entries, be sure to click the <b>Save</b> button or your updates will not be recorded.  
14.	Please remember to use the <b>Sign out</b> link in the top, right corner to end your session.  
15.	<b>End of Procedure.</b>