Web Time Entry Instructions

1. Log into [http://my.luther.edu](http://my.luther.edu)

2. Click on **Time Entry** under the Time Entry and Approval section.

   ![Time Entry and Approval](image)

3. Choose a Time Sheet by checking the box next to the work study job you wish to enter hours for and click **Submit**.

   ![Choose One](image)

4. Pick the day you worked and enter the time of day you started and stopped working. Enter time as HH:MM:AM or PM. **Enter your exact In/Out time. Do not round to the nearest quarter hour.** Click **Submit** when finished.

   ![Date and Time](image)

5. You will be presented with a Confirmation screen telling you how many hours you have worked so far this month.

   **END OF MONTH**
   You must sign your time sheet within 2 days of the end of the month. Double-check your hours and scroll to the bottom of the Time Sheet. Check the box labeled "Checking this box becomes your electronic signature ... " and click **Submit** to send your time sheet to your supervisor for approval.

   ![Submit](image)

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**Note** - Each day has two lines to allow for multiple shifts. Click **Insert Line** and select **Submit** to add a third line if necessary.