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.

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

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

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

**END OF PAY PERIOD**
You must sign your time sheet at the end of the Pay period. Double-check your hours and scroll to the bottom of the Time Sheet. Check the box labeled "Checking this box becomes your electronic signature..." Click Submit to send your time sheet to your supervisor for approval. Send the timesheets to your supervisor by midnight, on Friday.

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval

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<thead>
<tr>
<th>supervisor decision</th>
<th>pending approval</th>
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<td>Supervisor Comments</td>
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<td>Supervisor's E-mail Address</td>
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SUBMIT