

# Submitting Timecards - Student Employees

Go to:

<https://connect.cs.p.edu>

**Username:** Your

**Network**

**Username**

(same one you use to log into your computer and/or your email)

**Password:** Your

**Network Password**

(same one you use to log into your computer and/or your webmail)

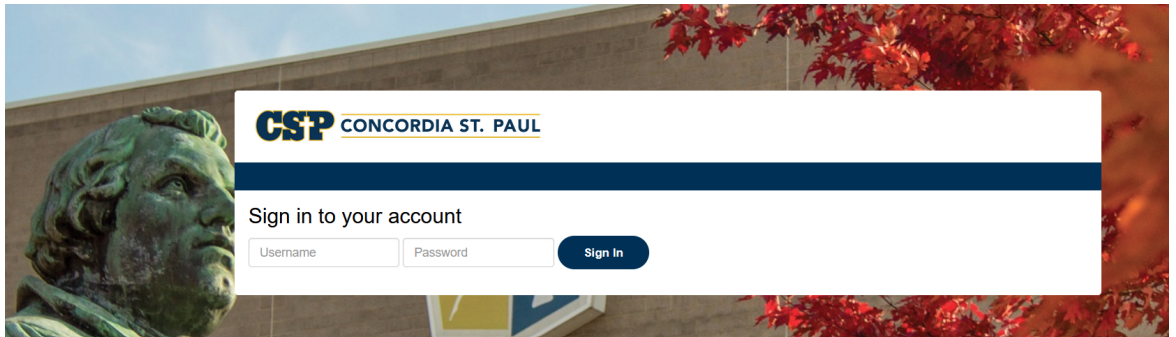
Locate the card

Student

Employees. Select

the link Complete

Timesheet.



## Student Employees

[Complete Timesheet](#)

[Add/Update Direct Deposit](#)

[Student Employee Handbook](#)

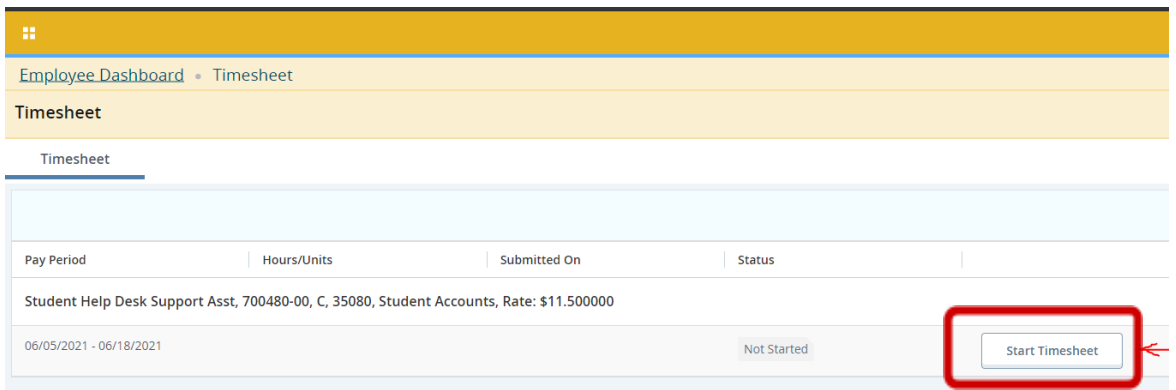
[Student Employee Website](#)

[Employee Profile](#)

(View pay stub, tax forms, leave balance, etc)

Click the Start

Timesheet button.



Select the first day of the pay period. Select appropriate Earning Code. Enter start and end time save. (Click the clock on the right of the box scroll to the correct time. Click set.)

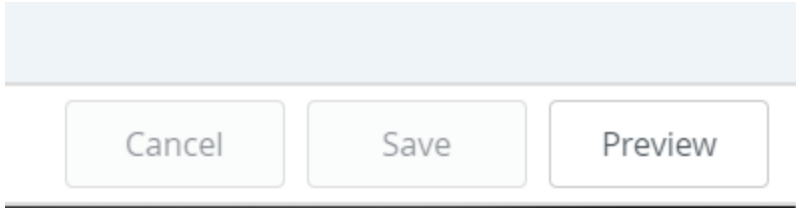
If shift is split click Add More Time. Add additional time to the row. Click Save button.

Time can be copied to different days if same shift time is worked. Click on the day time has been entered. Then



copy icon. Click on the days to be copied to or click the Copy to the end of the pay period box and Save.

When complete, click Preview button in lower right corner.



Review the information in the box and check the certify statement and then click Submit.

Preview

Weekly Summary	
Week	Total Hours
Week 1	
Week 2	35.00
Week 3	35.00

Comment (Optional):

Add Comment

2000 characters remaining

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Cancel Submit

Green message "The timesheet has been successfully submitted." Should appear in upper right corner.

Exit Page

Employee Dashboard • Timesheet

### Timesheet

Timesheet

Pay Period	Hours/Units	Submitted On	Status	
Student Help Desk Support Asst, 700480-00, C, 35080, Student Accounts, Rate: \$11.500000				
06/05/2021 - 06/18/2021	70.00 Hours	06/18/2021	Pending	

Status should now show Pending