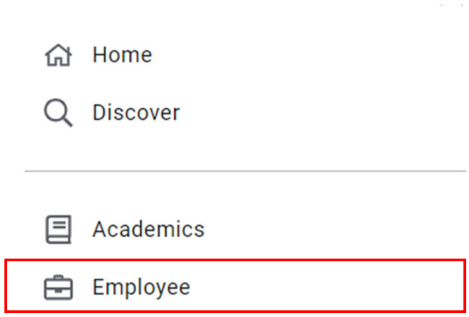
How to log hours worked

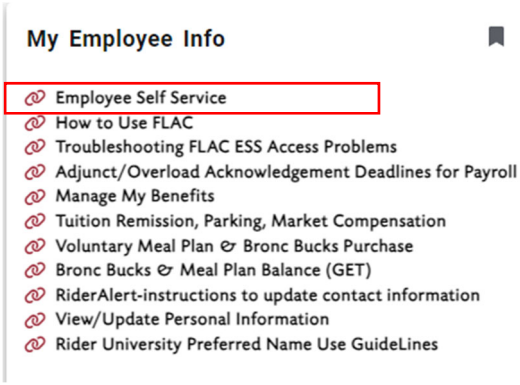
Timesheets are located on MyRider through Banner Web Time Entry (WTE). Timesheets will be available on your first day of work. Please follow the instructions below to log time:

1. Log into MyRider and click the left-hand side:

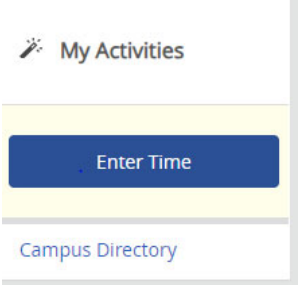
2. Click Employee to gain access to My Employee Self Service:



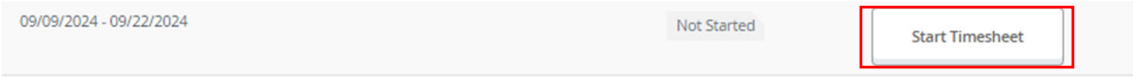
3. After you click Employee then click Employee Self Service:



4. Choose “Enter Time” from the My Activities box:

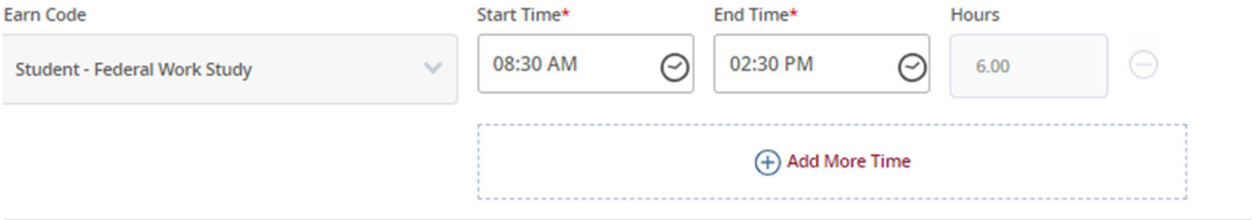


5. Click Start Timesheet for the appropriate pay period and job position:

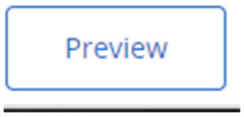


6. Select the day you are entering time for:

   - When entering your Start Time and End Time, be sure to click the clock in the appropriate box, and scroll to choose the hours (hh), and minutes (mm) and AM/PM that matches the schedule you worked for that day.
   - If you work a split shift on the same day, click “Add More Time” to enter your additional shift



7. Once all time has been entered for the pay period:
   o Click “Preview”



   o Scroll to bottom of Preview window
   o (Optional) Add comments you want your supervisor to read
   o Review your hours being submitted
   o Click “Submit”