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:



- Rider University Preferred Name Use GuideLines
- 4. Choose "Enter Time" from the My Activities box:

My Activities					
Enter Time					
Campus Directory					

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

09/09/2024 - 09/22/2024	Not Started	Start Timesheet
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- 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

Earn Code		Start Time*		End Time*		Hours	
Student - Federal Work Study	~	08:30 AM	Θ	02:30 PM	Θ	6.00	
		🕀 Add More Tii					

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

Preview	
o Scroll to bottom of Preview window o (Optional) Add comments you want your se o Review your hours being submitted o Click "Submit"	upervisor to read
Return	Submit