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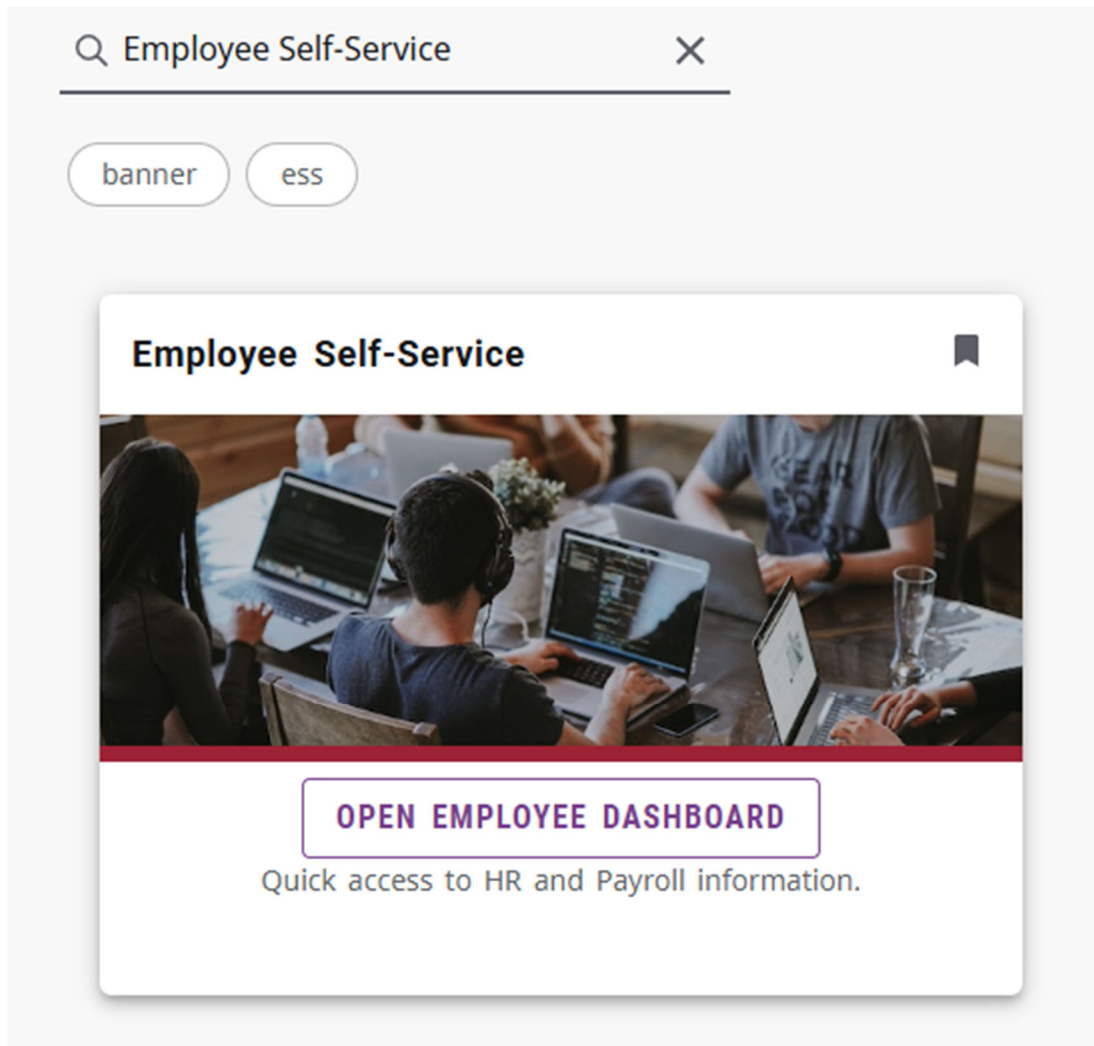
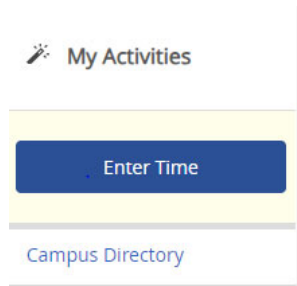1. Log into MyRider and click the left-hand side:

2. Click View All Cards:

3. Type in Employee Self Service to access the dashboard and Click on "Open Employee Dashboard":

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 |
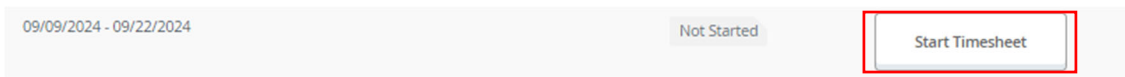
6. Select the day you are entering time for:

   o 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.
   o 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	02:30 PM	6.00

⊕ Add More Time

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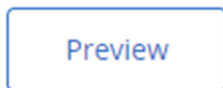
Preview

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

o Click "Submit" *IT IS EXTREMELY IMPORTANT TO HIT SUBMIT. IF HOURS ARE NOT SUBMITTED THEN THE TIMECARD CAN NOT BE APPROVED BY YOUR SUPERVISOR*

8. If you need to enter **"Sick Time"** follow the same process to enter your hours, but click the **"Earn Code"** drop down to select **"Student – NJ Sick Leave"**:

9. Once you choose the **"Student - NJ Sick Leave"** enter the times you were scheduled to work and submit as usual. You will see the **"Earn Code"** has changed to 186, Student – NJ Sick Leave:

Time Entry Detail

Date	Earn Code	Shift	Total
02/10/2025	186, Student - NJ Sick Leave	1	3.00 Hours