

TIMECARDS

On the first day of your work-study job you will enter the hours worked into your electronic timecard on Beeline. **You must enter your time on the day you work or you will not be paid for that day.**

1. Log on to Beeline. Select Employees. Select Time Entry. (If you are unable to enter your time, you should check with Mary Ohland, Work-study Coordinator, x6341 or OhlandMary@sau.edu to make sure you had filled out all the necessary paperwork for your work-study job).
2. Check the box for the department in which you are employed for your work-study job and click "Submit."
3. Enter "Time In" and "Time Out" with either an "AM" or a "PM" and click "Submit" to save. The "AM" and "PM" must be in capital letters and there are NO spaces between the time and "AM" or "PM". For example: 9:00AM
4. **AT THE END OF THE PAY PERIOD ONLY** you will check the box at the bottom for your electronic signature—this is usually around the 19th or 20th of the month –watch your email from General Accounting for the exact date that timecards must be submitted to your supervisor.
5. Your supervisor will then approve your time at the end of the pay period and you will receive a confirmation via e-mail.