## Time Reporting

1. Click the **Manager Self Service** link.
2. Under the **Report Time folder**, Click the **Timesheet** link.
3. Enter in the Group ID that you wish to enter hours for.
   - **D + 4 digit** department # to get a list of *all hourly* employees that need to have hours entered. This includes student and internal employees.
   - Enter **S + 4 digit** department number to get a list of *only students*.
   - Enter **I + 4 digit** department number to get a list of *only internal hourly* employees.
4. Enter in the first Sunday of the current pay period in the Date field.
5. Click the **Get Employees** button.
6. Click an entry in the **Name** column.
7. Enter in the hours in the appropriate boxes.
8. Click on the **Time Reporting Code**
   - Choose **IRG -URI Internal Regular Pay** from the drop down menu.
9. Click the **Submit** button.
10. Click **OK**
11. Click on the **Next Employee link** to bring up the next employee in the list.
12. Continue entering hours for each student as done for the previous one.
13. **End of Procedure.**