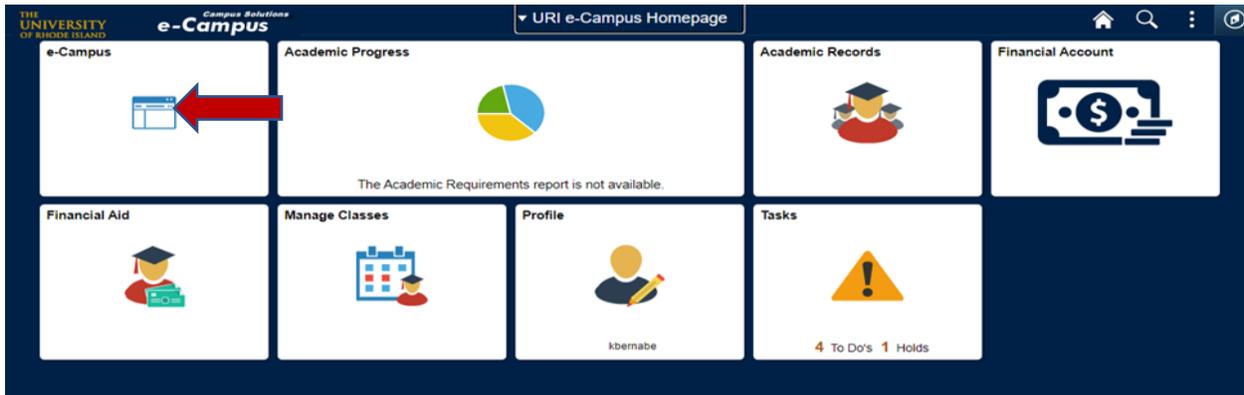
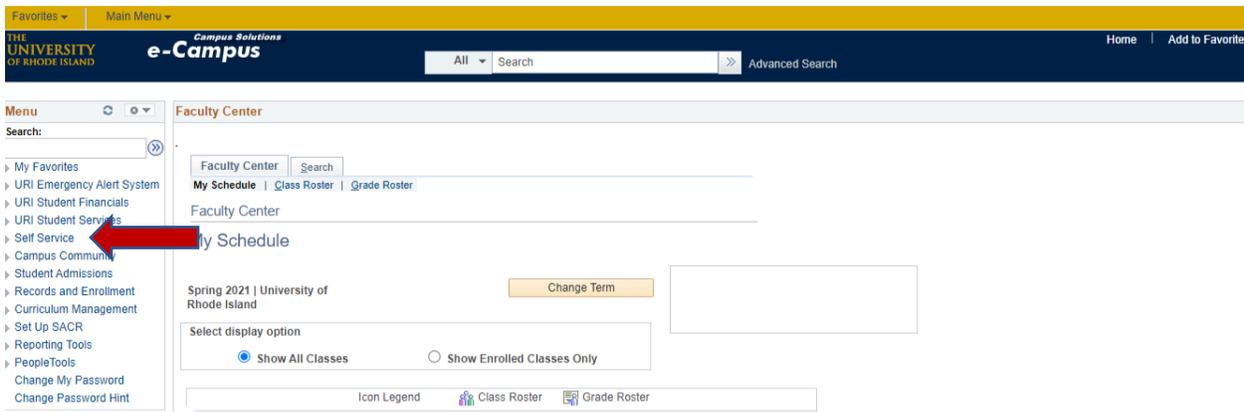


Entering Hours for the Graduate Student Summer Union Job Code

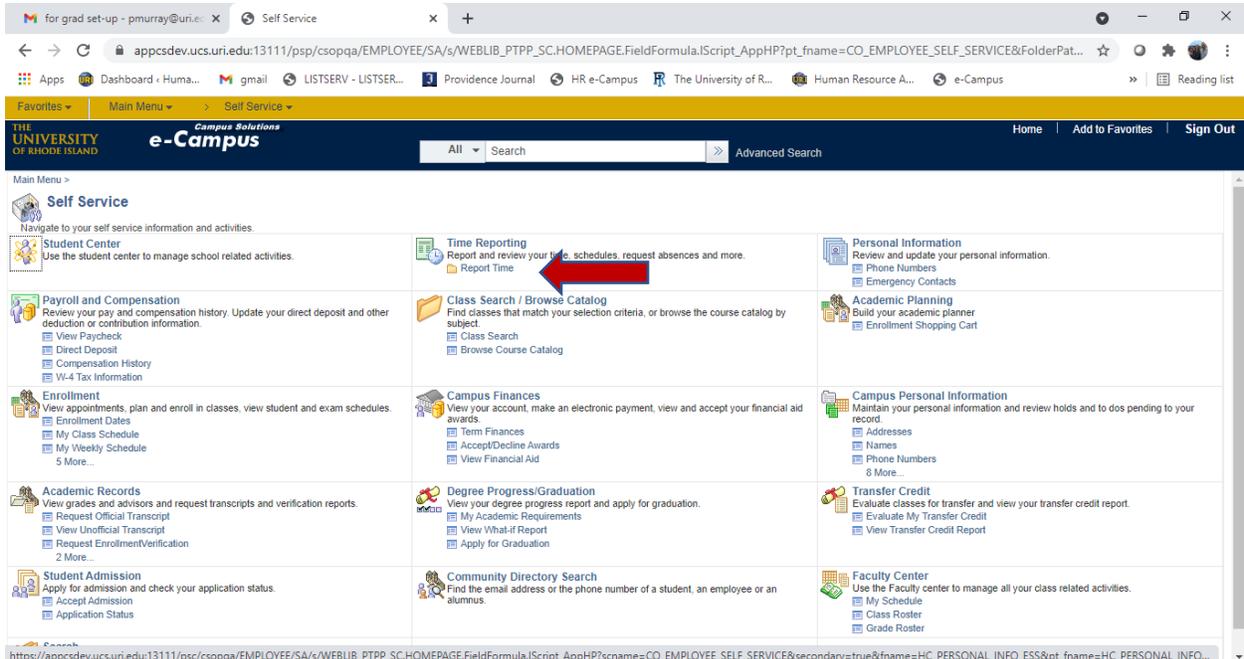
Log into Faculty & Staff e-Campus, then click on e-Campus tile.



On the left hand menu, click on Self Service.



Under the Self-Service link, click on Report Time under the Time Reporting folder.



Entering Hours for the Graduate Student Summer Union Job Code

On the Timesheet page, enter the hours worked for each day. Then choose the GRAD HOURLY ISTH time reporting code.

The screenshot shows the e-Campus Timesheet interface. At the top left, the 'Timesheet' link is highlighted with a red arrow. The page displays the employee's name 'Grad Student Hourly - Union', Employee ID, and Empl Record 3. The reporting period is set to 'From Sunday 04/11/2021 to Saturday 04/24/2021'. A calendar grid shows hours entered for Monday (1), Tuesday (5), Wednesday (8), Thursday (7), and Friday (4). The 'Total Time Reporting Code' dropdown menu is open, showing 'GRAD HOURLY ISTH - ISTH' selected, with a red arrow pointing to the selection. Below the calendar is a 'Submit' button and a 'Reported Time Status' section with a red arrow pointing to the 'Reported Time Status' link.

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Time Reporting Code
4/11	4/12	4/13	4/14	4/15	4/16	4/17	4/18	4/19	4/20	4/21	4/22	4/23	4/24		
	1	5	8	7				4	4	4	4	4			GRAD HOURLY ISTH - ISTH

Then click Submit.