Student Employee
Electronic Time Sheet
Instruction Guide
How to Log Actual Hours Worked and Submit an Electronic Time Sheet

**Step 1:** Log into Inside F&M (preferably using Firefox or Safari as your browser) with your username and password. The Home screen will appear as below:
Step 2: Click on the My Info Tab:
**Step 3:** After clicking the **My Info Tab**, your screen should appear similar to what is shown below. Go to the Time Reporting Box and select the job/position you are entering time for while being careful to select correctly if you have multiple jobs/positions. You will also need to be sure to select the link for the **current** payroll you are entering time for.

Please Note: The new/upcoming time sheet may also be visible on this screen depending on what day you are accessing your time sheet, so please look at dates closely. **Occasionally with both job selection and pay period selection, you may need to click the More hyperlink to access all options shown in the red box below.**

![Time Reporting Screen](image)

**Previous pay periods will be **view only** after the submission/approval deadline has passed for that particular pay period. If you have missed entering/submitting hours for a pay period whose deadline has passed, you will need to complete a paper time sheet for those hours to be paid.**
Step 4: After selecting the appropriate time sheet, you will see the first week of the pay period on your screen as shown below. Again, double check that the dates showing are for the pay period you need to submit time for. If you need to enter time for the second week of the pay period, you can access that week by clicking on the Next button and flip from week to week by clicking Next/Previous.

Please Note: If you start mid-week or pay period, you may not see the full two weeks for your first time sheet.
**Step 5:** To begin entering your time worked on the current time sheet, click on the Enter Hours hyperlink under the appropriate day/date as shown below.
Once you have clicked that link, the following screen will appear.
Step 6: Now you are ready to begin entering your actual hours worked for that day in the Time In and Time Out boxes as shown below.

Please note:  
- Time entered must be in **99:99** format
- Time entered must be in **15 minutes intervals** (ex. 08:00, 08:15, 08:30, 08:45)
- Be sure to use the **AM/PM** drop down menu box to correctly indicate times

** If you work two non-consecutive time periods in the same day, you will fill in two+ lines for this day. *(Please leave all boxes with a 1 in the shift box, regardless of how many lines used for the day)*
**Step 7:** Once you have all of your hours entered for the day, before you leave this screen, you MUST click the SAVE button as shown below. Once you click the save button, the total number of hours per line and total hours in that one day will calculate and show on your screen.
After you have clicked **Save**, you will click the **Time Sheet** button shown below to return to the main page of your time sheet.
**Step 8:** After you return to the main page as shown below, you will want to confirm that the hours you just saved are correct (red box) and the total hours you have saved for the pay period are correct (green box).

Please Note: You may go in and make corrections to hours if you need to, by simply clicking on the blue number hyperlink where the “Enter Hours” was previously showing in that day’s box. You can then re-enter or change the time previously saved.
**Step 9:** When you are confident everything is correct and you are finished entering/saving your time for that day and it is **NOT** the last day you are working for the two week pay period, you may Exit out of your time sheet and continue logging out of Inside F&M.

Please Note: You will repeat this process each day you work until your **final shift** for the two week pay period, at which time you will then proceed to Steps 10 through 14 for the **Submission process.**
**Step 10:** After you have recorded and saved all hours worked for the pay period *(before* your supervisor/time sheet approver’s deadline), you will want to preview your time sheet to double check accuracy one last time. You will click on the **Preview** button at the bottom of the time reporting screen as shown below.
**Step 11:** Once you click on the Preview button, you will see a similar screen as shown below which illustrates the full two week pay period and the hours entered that were worked each day.

Please Note: If any of the hours are incorrect, you can return to the Previous Menu and change/add/delete hours in the same manner in which you entered them and re-save.

When you are confident that the hours are correct, click on Previous Menu to return to the main time sheet page.
**Step 12:** From the main screen, if you would like to leave a comment for your supervisor in regards to your time sheet entry, you may, but it is not necessary. Please be aware that comments entered here are also visible to the payroll department, so anything confidential should not be entered on this form. To leave a comment, you will click the Comments button from the time sheet reporting screen as shown below.
Step 13: Now that you are confident that your time sheet is correct and 100% complete for the two week pay period, you will need to submit the time sheet for approval to your supervisor or designated time sheet approver before the deadline day and time he/she has set for you. You will need to click the Submit for Approval button as shown below.

Please Note: It is very important that your approver receives your submitted time sheet by his/her set deadline time, so that he/she has adequate time to approve and send your time through to payroll for processing. If your approver does not receive and approve your time sheet before the payroll department's deadline, your electronic time sheet may not be able to be processed and will result in the need for the completion of a paper time sheet which can also result in a delay in payment.
Step 14: After you have clicked the Submit For Approval button, it is VERY IMPORTANT that you do NOT exit out of this screen until you receive the message on your time sheet that says “Your time sheet was submitted successfully” as shown below in the red box.

Please Note: If you exit out of the screen, before the process has fully completed, your time sheet may NOT submit properly, which could result in a delayed payment and the need for the completion of a paper time sheet.

Once you see the message that your time sheet was submitted successfully, you are finished and may continue to exit out of time reporting and log out of Inside F&M.