Timesheet entry for student workers

Timesheets are due by Monday at 4 p.m. following the end of the pay period. If you don't submit your timesheet by 5 p.m., it will auto submit with whatever entries are on the timesheet.

Your supervisor has until the end of the day on Tuesday to approve your timesheet.

PLEASE REVIEW THESE INSTRUCTIONS as there have been changes to the process

To access your timesheet, log in to UKG from the Student Portal on the Cornell College website. (www.cornellcollege.edu/students)

Cornell College		STUDENTS FACU	ULTY/STAFF PARENTS/FAMILIES ALUMNI		
F ACADEMICS ADMISSION FINAL	NCIAL AID SUMMER PROGRAMS ATH	LETICS CAMPUS LIFE			
GMAIL MOODLE	SELF-SERVICE PASSWORD RESET	LIBRARY CAMPUS CALENDAR	R STUDENT INFORMATION SHARING		
NEW STUDENTS	ACADEMICS	CAMPUS RESOURCES	STUDENT LIFE		
New Student Checklist	Academic Calendar (Block Calendar)	Berry Career Institute (career services)	The Compass (student handbook)		
Admitted Student Information	Academic Resource Finder	Campus Safety	Greek Societies		
New Student Orientation (NSO)	Add or Drop Courses	Center for Teaching & Learning (studios)	Intercultural Life		
	Campus Bookstore	Civic Engagement (service/volunteering)	Intramurals		
	Course Catalog & Academic Policies	Report a Concern	Student Leadership and Engagement		
	Commencement (graduation)	Spiritual Life (Chaplain)	Sexual Misconduct		
	Ingenuity in Action	Student Accounts (pay student bills)	Student Organizations Student Senate		
	Registrar's Office (course info & registration)	Student Success Center			
	Stellic (degree audit tool)				
STUDENT EMPLOYMENT	HEALTH RESOURCES	HOUSING, FOOD, & TECHNOLOGY	FINANCIAL AID		
Available Work Study Jobs	Health Promotions	Bon Appetit Menus	Financial Assistance Office		
Handshake (job & internship board)	Mental Health Counseling	Dining Services	Military & Veterans Benefits		
Student Employment Handbook (work study)	Mind Spa Sensory Room	Facilities Workorders (res hall rooms)	File the FAFSA (do this every year)		
Timecards & HR Reporting	Student Health & Wellbeing Appointments	Parking on Campus			
Timecard Entry (UKG)		Residence Life Office			
		Tech Service Appointments (Information			



When you are logged into UKG, scroll down on the left-hand side and click on Workforce Management.

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Myself	:	
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Personal	~	
My Company	~	
Jobs	~	
My Onboarding		
Career & Education	~	
Career Development	~	
UKG Pro Learning		
Рау	~	
Giving		
Workforce Management		
Benefits	~	
Open Enrollment		

Once in Workforce Management, click on "My Timesheet" to start entering your hours.



Enter your start and stop time for your shift. BE SURE THAT YOU NOTE THE CORRECT DEPARTMENT AND JOB. Use the magnifying glass to select the correct department AND position.

Once you've entered your time, click Save in the upper right-hand corner. Once you've recorded all your time for the pay period, click Submit.

← Timeshee	et Edit								١	() Save Sub	mit
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Time Entry	Extra Pay & Counter Adjustm	ent Exceptions	Calc Detai	il Calc Su	mmary Counters	Summary By Day					
			4	.75 hrs Raw Total	0.00 hrs Calc. Total						
> Date	From	То	Raw Total	Calc. Total	In Date	Department	Job	Notes			
> SUN Sep 17	+		0.00 hrs	0.00 hrs				E			
> MON Sep 18	+		0.00 hrs	0.00 hrs							
> TUE Sep 19	+		0.00 hrs	0.00 hrs							
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 FRI Sep 22 	••• 08:00 am 🕾	10:15 am 🕾	2.25	0.00	FRI Sep 22 👻	Business Ser 💿 🖪	WSFBUSER C)			
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> SAT Sep 23	+		0.00 hrs	0.00 hrs							
> SUN Sep 24	+		0.00 hrs	0.00 hrs				B			
 MON Sep 25 	••• 04:00 am 😪	06:30 am 😋	2.50	0.00	MON Sep 25 💌	General Athl 💿 🛱]			
No Schedule	+		2.50 hrs	0.00 hrs				B			

There is other helpful information on the <u>Compensation and Payroll webpage</u> that can be reached from the student portal.

Cornell College		STUDENTS FACUL	TY/STAFF PARENTS/FAMILIES ALUMNI GIVE
ABOUT ACADEMICS ADMISSION FINAL	NCIAL AID SUMMER PROGRAMS ATH	LETICS CAMPUS LIFE	٩
GMAIL MOODLE	SELF-SERVICE PASSWORD RESET	LIBRARY CAMPUS CALENDAR	STUDENT INFORMATION SHARING
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Questions? Email payroll@cornellcollege.edu