

Self-Service Time Entry for Students and Part-Time Staff

Quick Start Guide (New for Fall 2018)

Start Here: <https://inside.artcenter.edu/> -> Employee Services -> Payroll Services -> Time Entry and Approval

1 Click on a timecard to open the time data entry screen.

Important Change: You now have one timecard (per position) to submit **every week**, instead of every two weeks.

- Submit your timecard on your last work day each week – Do not wait until the due date indicated on your timecard.

2 Choose a time-in and time-out from the new dropdown menu.

Add additional time to record meal breaks as needed.

Click here to save your time daily.

Come back any time before your timecard is due to continue where you left off.

3 When your timecard is complete, click here to send to your supervisor for review & approval.

***Remember:** If you work any hours during the first and second week in the pay period, you will need to submit a separate timecard for each week. You do not need to submit a timecard for a week with no hours worked.

For more info, please visit: <https://inside.artcenter.edu/> -> Employee Services -> Payroll Services -> Payroll Support