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