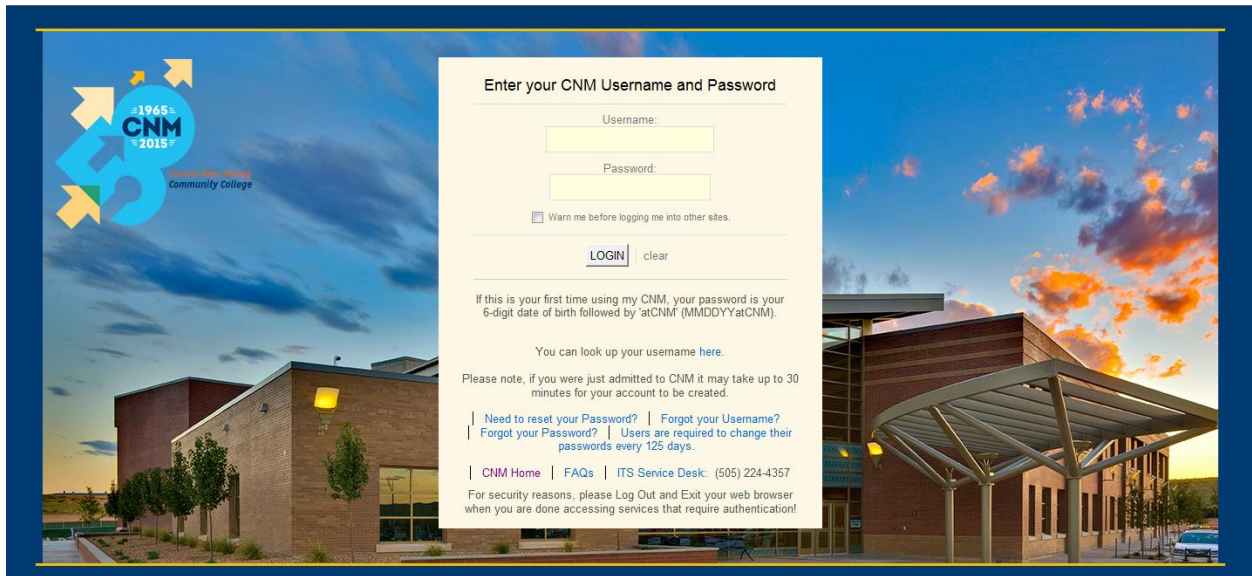
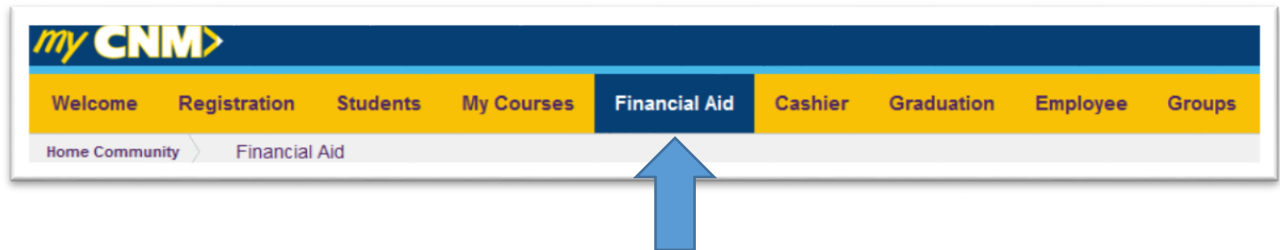


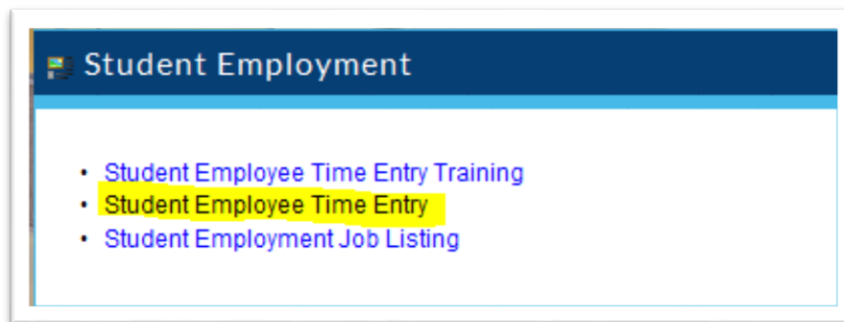
Login to your myCNM.edu



Select the **Financial Aid** tab.



Click on **Student Employee Time Entry** in the **Student Employment** box



Select the correct pay period in the drop down menu then select the **Time Sheet** button

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

**Title and Department**      **My Choice**      **Pay Period and Status**

FEDERAL WORKSTUDY, P1701F-00            Jan 24, 2015 to Feb 06, 2015 Not Started ▾

Financial Aid Office, 1701

**Time Sheet**

Select the day worked to add hours to the time sheet.

**Title and Number:** FEDERAL WORKSTUDY

**Department and Number:** Financial Aid Office -- 1701

**Time Sheet Period:** Jan 24, 2015 to Feb 06, 2015

**Submit By Date:** Feb 10, 2015 by 01:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jan 24, 2015	Sunday Jan 25, 2015	Monday Jan 26, 2015	Tuesday Jan 27, 2015	Wednesday Jan 28, 2015	Thursday Jan 29, 2015	Friday Jan 30, 2015
REGULAR PAY	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

**Submitted for Approval By:**

**Approved By:**

**Waiting for Approval From:**

Enter time into the time sheet by entering start and end times. Multiple lines exist to allow for multiple entries in a single day. When finished click **Previous Day** or **Next Day** to finish entering your time for the pay period. **Time Sheet** will take you back to select another day.

Date: Monday, Jan 26, 2015  
Earnings Code: REGULAR PAY

Shift	Time In		Time Out		Total Hours
1	08:00	AM	10:00	AM	2
1	01:00	PM	05:00	PM	4
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					6

Time Sheet Previous Day Next Day  
Add New Line Save Copy Delete

When done entering your time click **Submit for Approval** you will see your supervisor's name by **Waiting for Approval From**

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Your time sheet was submitted successfully.

**Time Sheet**

Title and Number: FEDERAL WORKSTUDY [ ]  
Department and Number: Financial Aid Office -- 1701  
Time Sheet Period: Jan 24, 2015 to Feb 06, 2015  
Submit By Date: Feb 10, 2015 by 01:00 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Jan 24, 2015	Sunday Jan 25, 2015	Monday Jan 26, 2015	Tuesday Jan 27, 2015	Wednesday Jan 28, 2015	Thursday Jan 29, 2015	Friday Jan 30, 2015
REGULAR PAY	1	0	6		Enter Hours	Enter Hours	6	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			6		0	0	6	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection Comments Preview Next Return Time

Submitted for Approval By: You on Jan 28, 2015  
Approved By:  
Waiting for Approval From: Supervisor Name

