

Time & Attendance Entry (for Work Study Students)

1. Go to www.Purchase.edu
2. Scroll to the bottom of the page and select “**Faculty and Staff**” on the bottom left side.
3. Under quick links on the left, select “Timesheets”
4. After setting up your account, you will be able to login with your normal Purchase email and password that you use for your email and other Purchase sites.
5. Select “Time and Attendance” under Self-Service.
6. Select the correct role and date range you are trying to enter hours for, and then select the “Time and Attendance” button under it.
7. Select the correct commitment you are entering hours for (check the effective date).
8. A drop down will appear with the available accrual periods you can enter your hours into. The most recent time period will be on the top. Select the one you are entering hours for.
9. For each day that you work, enter the time you started (time in) and time you stopped (time out). If you took a break during the day, there are three separate entry boxes you can use to add this.
10. For morning hours, the letter “a” will be added after the time and for afternoon and evening hours, the letter “p” will be added after the time.
11. Check that the number of hours and rate are correct on the right side under “Hours” and on the bottom of the time record, in the highlighted area (Totals).
12. When you’re done entering your hours, check the box on the bottom that says “I certify” and select either “Save time record” or “Submit to Supervisor,” depending on if you are still working that time period (Save) or will not be working anymore hours for that time period (Submit).
13. Repeat these actions for every time period you work.