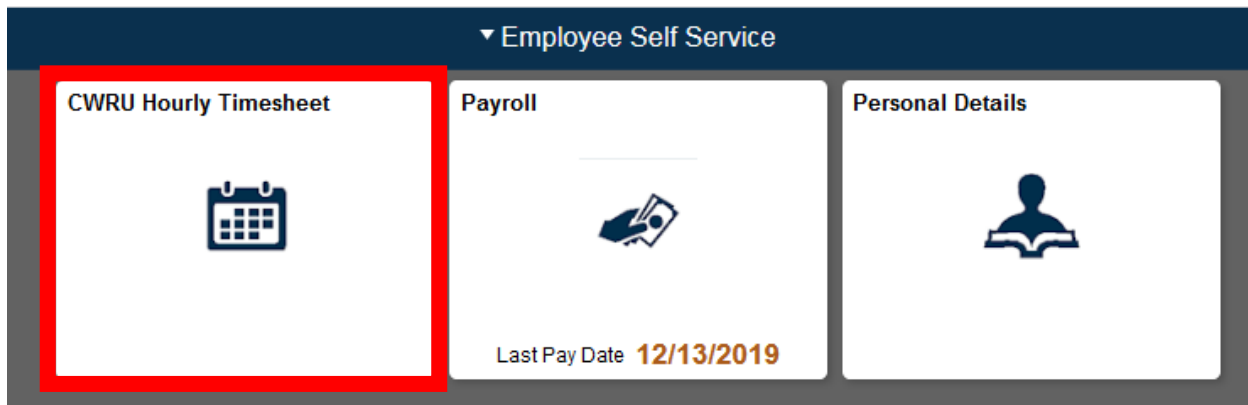# Case Hourly Timesheet (Student)

Procedure

Students can follow these directions to create timesheet entries in the Human Capital Management (HCM) system.

Step	Action
1.	Select the **CWRU Hourly Timesheet** tile.

	Employee Self Service				Case Hourly Timesheet

Case Hourly Timesheet	1234567

5 rows
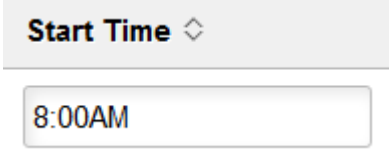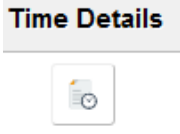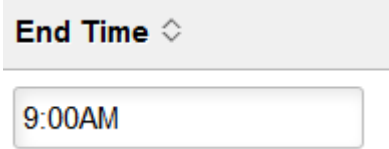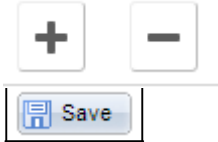
	Empl ID	Empl Record	Graduate Student	Job Title	Department Description	Status
1	1234567	0	Graduate Student	Graduate Assistant	Mechanical & Aerospace Eng.	Active
2	1234567	1	Undergrad Student	Tour Guide	Undergraduate Admissions	Active
3	1234567	2	Undergrad Student	Resident Assistant	Upperclass Exp Program	Terminated
4	1234567	3	Undergrad Student	Student Assistant	Undergraduate Admissions	Active
5	1234567	4	Undergrad Student	Program/Event Assistant	Undergraduate Admissions	Active

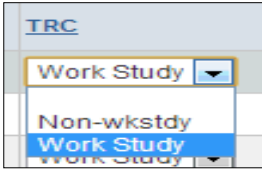| Step	Action
2.	The **Case Hourly Timesheet** page appears. Click your **Empl ID** (employee ID number) to open your timesheet.

Case Hourly Timesheet (Student)

Step	Action
3.	The **Hourly Time Entry** page appears. Here you can record the time you work, including breaks taken to attend class, under either the **Work Study** or **Non-work Study** Time Reporting Codes (TRCs). Each row on the timesheet represents one work day and the type of hours worked for that eight hour period.
3.	You can enter the **Date** manually or use the calendar icon to select the date from the calendar pop-up menu.
4.	Select either the **Non-wkstdy** or **Work Study TRC** from the drop down list.

Step	Action
5.	Enter the time you started work into the **Start Time** field. Start Time 8:00AM
6.	You can enter **Break** times (out and return) by clicking on the time Details button. Time Details
7.	Enter the time you finished work into the **End Time** field. End Time 9:00AM
8.	You can use the **Add** and **Delete** buttons to create and remove time entry rows as needed. + − Save
9.	When you are finished editing time entries, be sure to click the **Save** button or your updates will not be recorded. Sign out