How To Enter Time
For Off-Campus Work-Study Timesheets

1. Login to RAMweb.
2. Select “Menu” on the right-hand side of the screen.
3. Select “Student Employment” → “Job Listings”
3. Select “My Timesheets”
4. Click the specific job title to view/update your timesheets.
5. If this is the first time you are entering a timesheet for the current pay period, click “Start Timesheet”. If you have already entered time for the current pay period, the link will be labeled “Go to Timesheet”.
6. When starting a new timesheet, please note the due date for your timesheet and click “OK” on the confirmation dialog box presented.
7. Click on the “Add New Entry” link.

8. Select the date for the day you are entering time.
9. Select the start and end time for the day you are entering time. 
   NOTE: If you are taking a lunch or working a split shift, add them as two separate shifts.

10. Click on the “Add” button to save the start and end times entered.
11. If you are finished entering time for this job and wish to enter time for a different job, click "My Timesheets" to return to your list of jobs.

12. If you wish to log out, click the "Log out" button.
Done Entering Time?
Submit Your Timesheet!
1. Click “My Timesheets”.

2. Click on the Job Title of the job you wish to submit your time.

3. Click the “Go to timesheet” to review and turn in your time.
4. Click “Submit Timesheet”.
5. Please **review** your time sheet before you hit submit.
6. Click “**Submit Timesheet**”
6. Click “OK” to confirm and your timesheet is now pending approval by a supervisor.

Please Note: You cannot access it again unless your supervisor ‘Rejects’ it.
CONGRATULATIONS!

Your Timesheet has been successfully submitted to your Supervisor for review & approval.