

ATTENTION:

**Federal Work Study Students
and Part timers!**

Time for a Change!

**Timesheet Entry for Federal Work Study Students
and Part timers has a new process!**

It is called Web Time Entry (WTE)

The financial aid office together with
payroll is providing training!

***Tuesdays,
May 10, 17, 24, and 31
12 p.m.***



Training will cover the following information:

1. Access to the web time entry in self-service
2. Time Entry
3. Pay Period
4. Weeks listed to enter the hours worked
5. Submission for approval
6. Status of Timesheet

JOIN US NOW for one of the dates listed so that you will get your paycheck!

<https://zoom.us/j/98667887044?pwd=VFdjKyt4Q0FodmxXODhQZVIwcVJuUT09>

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