HOW TO SUBMIT YOUR TIMESHEET:

Log into MyLander portal using your username and password

Navigate to the "My HR" tab

 If this tab is not available on your main screen, you can find it by selecting the "Discover More" button at the bottom of the screen and searching for it there





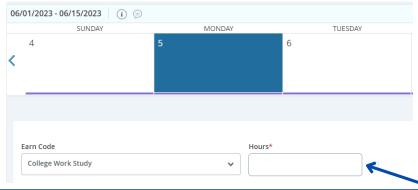
- From the "My HR" tab, select "Employee Dashboard"
- Navigate to the right side of the screen and select "Enter Time"

Select "Start Timesheet" (once the timesheet is in progress, you will need to click on the pay period date range you wish to work in)

 If you have more than one on-campus job, make sure you are submitting hours under the correct department



6 Click on the calendar day you wish to input hours for in the pay period



Type the number of hours worked that day in the blank box labeled "Hours" (see Time Cheat Sheet at the end of this page)

- 8 Click the "Save" button in the bottom right corner of the screen
- Repeat for all days that you worked and then click the "Preview" button in the bottom right corner
- Look over the Time Entry Detail to make sure that you entered your hours correctly, then click "Submit" in the bottom right corner

Time is measured in hours instead of minutes. Working part of an hour is measured in quarters. Be sure to use the cheat sheet in order to fill in the time sheet correctly.

For Example: If you worked one day for 1 hour and 45 minutes, you would log it as 1.75 for that day worked

Time Cheat Sheet

0-15 Minutes = 0.25

16-30 Minutes = 0.50

31-45 Minutes = 0.75

46-60 Minutes = 1