

HOW TO SUBMIT YOUR TIMESHEET:

1

Log into MyLander portal using your username and password



Login with your Lander account

firstname.lastname@lander.edu

Sign in

2

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

My HR

Employee Dashboard

Enter Leave

Pay Stub

EPMS

Go to My HR

3

From the "My HR" tab, select "Employee Dashboard"

4

Navigate to the right side of the screen and select "Enter Time"

5

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

Pay Period

Hours/Units

Submitted On

Status

Work Study Students, SATHLL-00, L, 610000, Athletic Director, Rate: \$8.000000

06/01/2023 - 06/15/2023

Not Started

Start Timesheet

6

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

06/01/2023 - 06/15/2023



SUNDAY

MONDAY

TUESDAY

4

5

6



Earn Code

College Work Study

Hours*

7

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

9 Repeat for all days that you worked and then click the "Preview" button in the bottom right corner

10 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