Time Entry for Students with Multiple Positions

This job aid provides student workers with multiple positions instructions on how to enter time at Iowa State University.
1. On the **Student Worker’s** homepage, select the **Time** application
2. Within the application, under the **Time Clock** section select **Check In**
3. Enter the **Time Type**: Regular Hours

**Note**: This is the default time type.

4. For Student workers with more than one job, the position field will have a drop down menu for the student to select which job they are checking into

**Note**: The additional job is marked with the plus icon (+)

5. Once you have checked in, you will receive a confirmation message with the date and time you **successfully checked in**
1. On the Manager’s homepage, select the Team Time application

2. Under the Actions section, select Enter Time for Worker
3. Enter the **Worker** that you wish to enter time

4. Enter the **Date** in which you would like to enter time

5. Select the orange **Enter Time** button at the button of the page

6. Select **Enter Time by Week**

**Note:** The manager can also enter time individually by selecting **Enter Time** or selecting timeslots on the weekly calendar
1. Scroll to the day of the week you would like to enter time for
2. Enter the **Time Type** of Regular Hours
3. Enter the Time **In** and Time **Out**
4. Select the Position for which you are entering time.
   You should be able to distinguish Positions by the distinct Position Title.
5. Select **Next**
6. Select **Save** after you have confirmed the information entered is correct
7. The Manager returns to the worker’s calendar and can view the time entered and have the ability to **Submit** on their behalf.