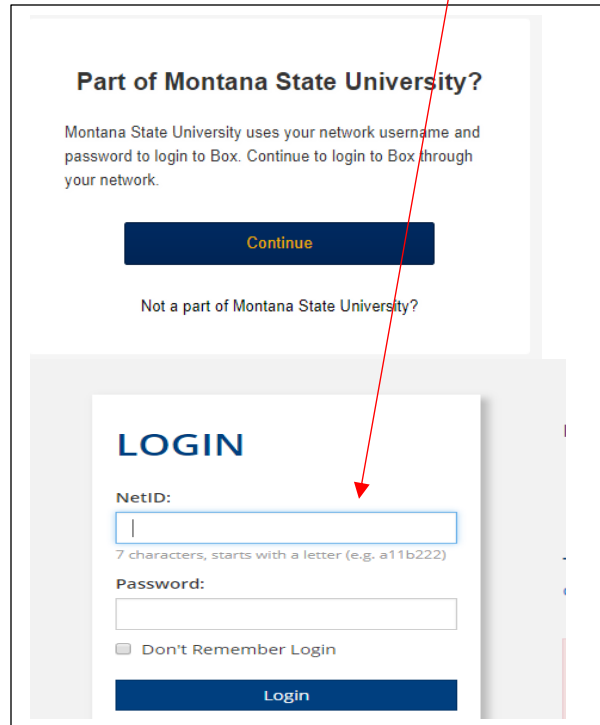
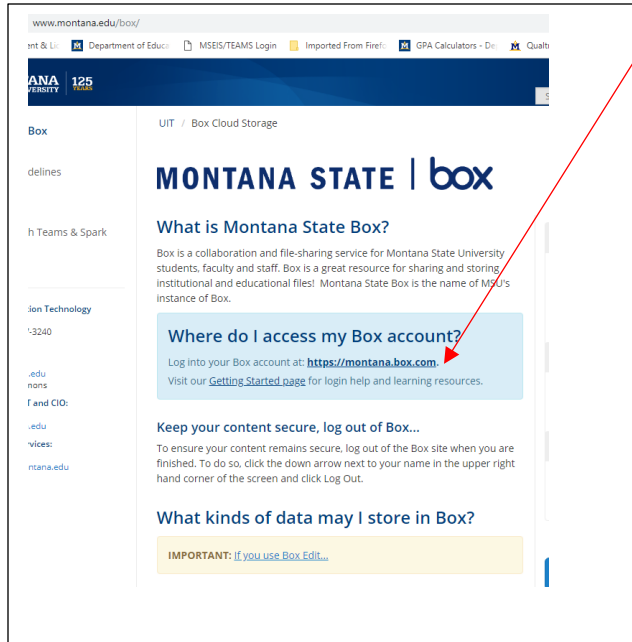
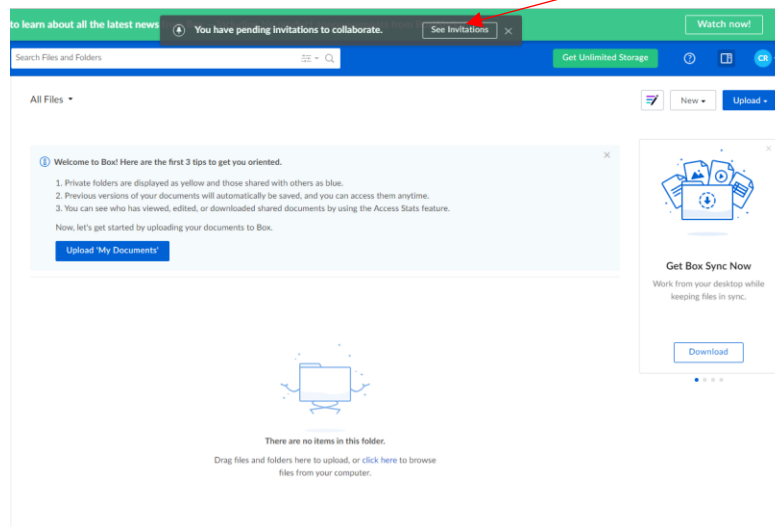


ARAC Time Sheets Instructions

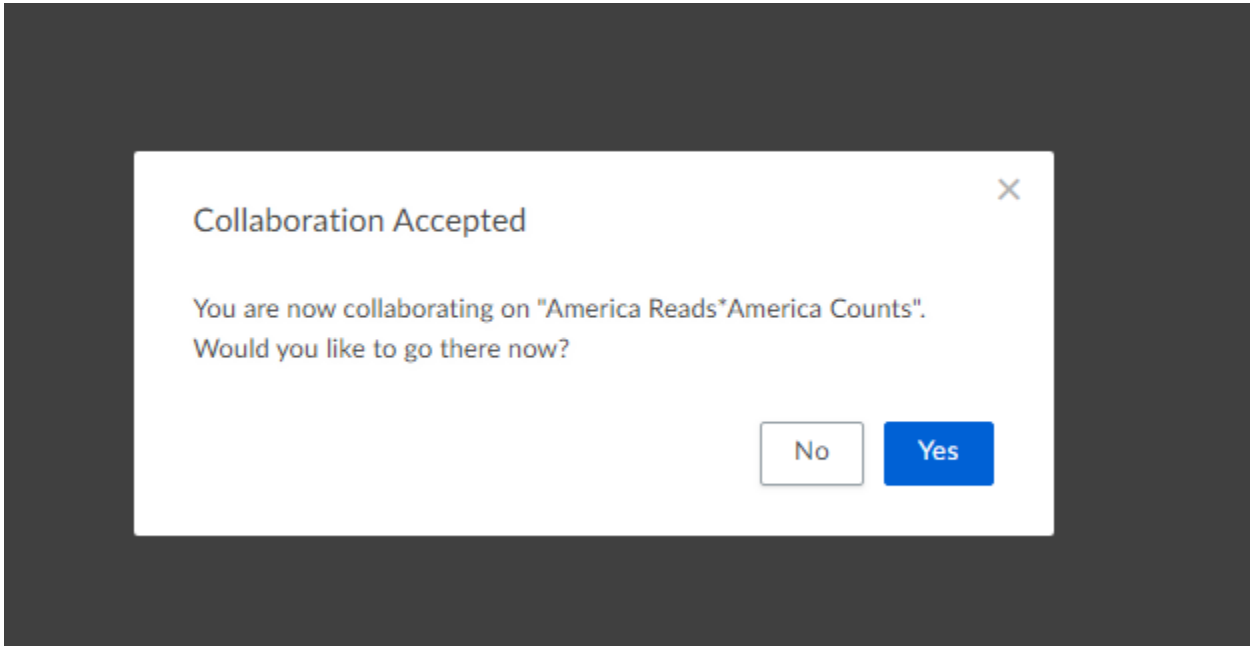
1. MSU students can access Box, <https://montana.box.com>, and login with your NetID:



2. Next to "You have pending invitations to collaborate," click on "See Invitations."



- Click “Yes” to go to “America Reads*America Counts.”



- Click on the ARAC folder.



- Click on your Excel Time Sheet to view.

- To open time sheet, click on the “Open” drop-down and select Microsoft Excel Online. It should open in a new browser. If it doesn’t make sure pop-ups are not blocked.

late.xlsx
merica Counts · Updated Today by Madero, Rosemary

October 2019

MSU America Reads*America Counts

MSU America Reads*America Counts				October 2019 Time Sheet	
Tutor Name:				Enter:	For:
				0.25	15 minutes
				0.50	30 minutes
	Work Study	Volunteer		0.75	45 minutes
				1.00	1 hour
			WebTimeEntry = WTE	1.25	1 hour 15 minutes

Open

- Microsoft Excel Online
Open this file in your browser to edit in real-time with others
- Adobe Sign
Send this document for signature
- Microsoft Excel
Install Box Tools to open this file on your desktop

7. On the left you'll see the time sheets for each month—select appropriate month (not sure why Box breaks them into two pages). Enter your hours—the spreadsheet will automatically total. If you tutor at more than one school, enter *the total hours worked for that day*—not for each school. To close the timesheet, go to File, and then Exit. This will return you back to Box. **If you just close the browser your info won't be saved.** You do not need to print the time sheet (unless you want to).

Select Month

Select File and Exit

Excel | Box > 2019 - 2020 America Reads America Counts

File Home Insert Data Review View Help

2019-2020 Time Sheet Template.xlsx
2019 - 2020 America Reads America Counts · Updated Today by Madero, Rosemary

MSU America Reads*America Counts

Tutor Name:

Date	Day	Reads Hours	Math Hours	Important
10/1/2019	Tuesday			
10/2/2019	Wednesday			
10/3/2019	Thursday			
10/4/2019	Friday			
10/7/2019	Monday			
10/8/2019	Tuesday			
10/9/2019	Wednesday			
10/10/2019	Thursday			
10/11/2019	Friday			
10/14/2019	Monday			
10/15/2019	Tuesday			
10/16/2019	Wednesday			
10/17/2019	Thursday			PIR De
10/18/2019	Friday			PIR De
10/21/20189	Monday			
10/21/20190	Tuesday			
10/21/20191	Wednesday			
10/21/20192	Thursday			
10/21/20193	Friday			

0.50.....30 minutes
0.75.....45 minutes
1.00.....1 hour
1.25.....1 hour 15 minutes

WebTimeEntry = WTE

Info
Test Run Time Sheet
Protect Workbook
Always open read-only to prevent editing.

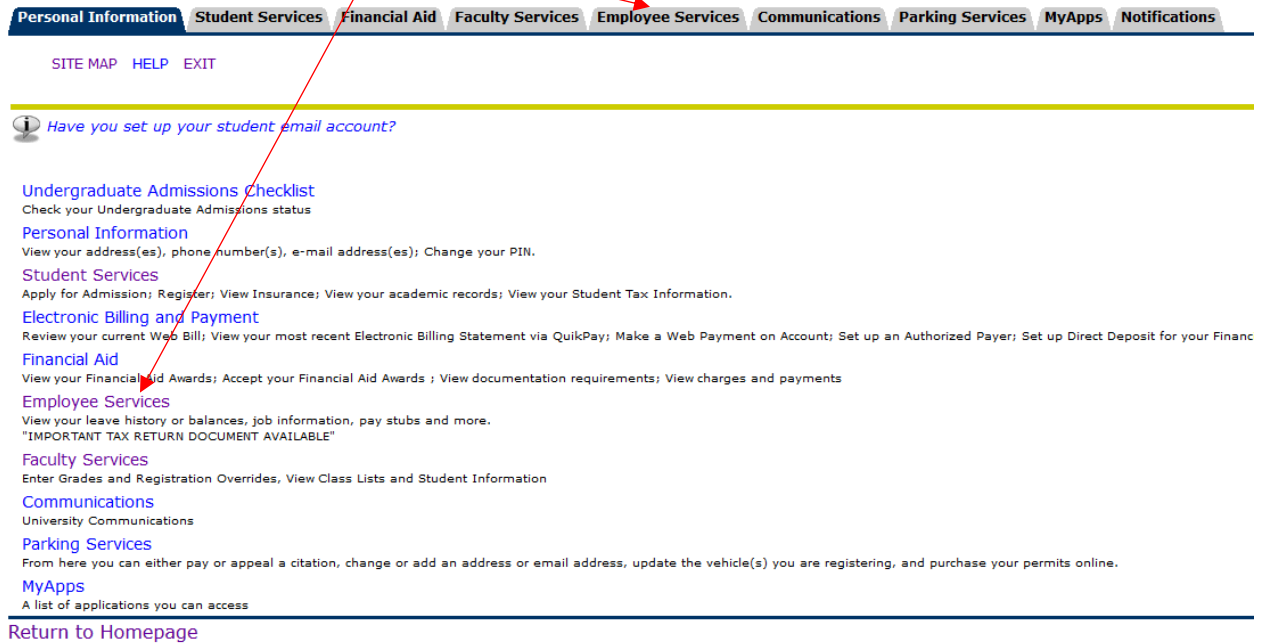
← Info
Info
Save As
Print
Share
About
Help
Exit

8. Note **Time Sheet Due** date. This is the day you must enter all your hours. The due date is usually 2-3 days before the end of the month. If you tutor during the 2-3 days of the month, just enter the hours you anticipate you'll be tutoring.
9. Lastly, for Work Study ARAC Tutors, you will also need to enter your hours in MyInfo, WebTimeEntry time sheet (see following instructions).

Volunteers do not need to submit their hours in WebTimeEntry.

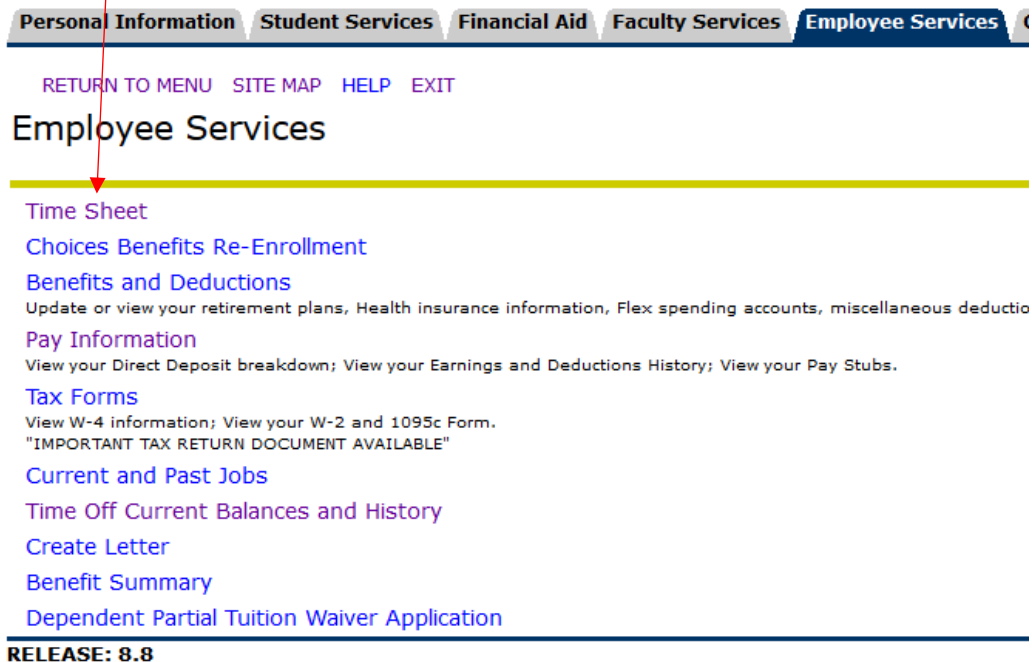
Entering Work Study Hours in MyInfo WebTimeEntry (WTE)

1. Enter ARAC hours in WTE on the last day of each month. To access WTE, log into your MyInfo account.
2. Once in MyInfo click on Employee Services on either the tab or the link:



The screenshot shows the MyInfo website navigation menu. The menu items are: Personal Information, Student Services, Financial Aid, Faculty Services, Employee Services, Communications, Parking Services, MyApps, and Notifications. A red arrow points from the 'Employee Services' link in the menu to the 'Employee Services' link in the main content area. Below the menu, there are links for 'Undergraduate Admissions Checklist', 'Personal Information', 'Student Services', 'Electronic Billing and Payment', 'Financial Aid', 'Employee Services', 'Faculty Services', 'Communications', 'Parking Services', and 'MyApps'. A red arrow also points from the 'Employee Services' link in the main content area to the 'Employee Services' link in the menu.

3. Click on Time Sheet



The screenshot shows the MyInfo Employee Services page. The navigation menu items are: Personal Information, Student Services, Financial Aid, Faculty Services, and Employee Services. A red arrow points from the 'Employee Services' link in the menu to the 'Time Sheet' link in the main content area. Below the menu, there are links for 'Time Sheet', 'Choices Benefits Re-Enrollment', 'Benefits and Deductions', 'Pay Information', 'Tax Forms', 'Current and Past Jobs', 'Time Off Current Balances and History', 'Create Letter', 'Benefit Summary', and 'Dependent Partial Tuition Waiver Application'. A red arrow also points from the 'Time Sheet' link in the main content area to the 'Time Sheet' link in the menu.


RELEASE: 8.8

- Your job title and time sheet month should appear. Click on Time Sheet.

[Personal Information](#)
[Student Services](#)
[Financial Aid](#)
[Faculty Services](#)
[Employee Services](#)

[SITE MAP](#)
[HELP](#)
[EXIT](#)

Position Selection

 To select a position, click under Position, choose the Time Sheet Period and click Select.


Title and Department	My Choice	Pay Period and Status
Lic/Cert/Permit Tech, 4M0487-00 TS EHHD Field Placement, Z6464E	<input checked="" type="radio"/>	Jan 01, 2018 to Jan 31, 2018 Not Started

- Enter the total number of hours worked for each day of the month under “Student Labor.” Click on “Next” after each screen until you get to the end of the month. The total number of hours should reflect the same hours as the time sheet you submitted to FPLO.

[Personal Information](#)
[Student Services](#)
[Financial Aid](#)
[Employee Services](#)
[Communications](#)
[Parking Services](#)
[MyApps](#)
[Notifications](#)

[SITE MAP](#)
[HELP](#)
[EXIT](#)

Time Sheet

 To begin, click a link under the date where you want to enter time. Click NEXT/PREVIOUS button for more dates within the period.

Time Sheet
Title and Number: WS-A&E Programs Asst -- 456520-00
Department and Number: TS Office of Activities-Engagement -- 26520B
Time Sheet Period: Sep 01, 2016 to Sep 30, 2016
Submit By Date: Oct 03, 2016 by 11:59 AM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Thursday Sep 01, 2016	Friday Sep 02, 2016	Saturday Sep 03, 2016	Sunday Sep 04, 2016	Monday Sep 05, 2016	Tuesday Sep 06, 2016	Wednesday Sep 07, 2016
Student Labor	1	0	19	0	Enter Hours	1	Enter Hours	Enter Hours	4	2	4
Overtime (Based on Reg. Rate)	1	0	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			19	0	0	1	0	0	4	2	4
Total Units:			0	0	0	0	0	0	0	0	0

Submitted for Approval By:
Approved By:
Waiting for Approval From:

RELEASE: 8.11.1.3

- After all hours are entered, click on “Submit for Approval.” A message will appear that your time sheet has been submitted successfully. The FPLO will approve your WTE.
- I cannot stress the importance of entering your hours timely at the end of each month. Paydays for work study students is always on the 11th. Direct deposit funds will deposit at 6:00am on the 11th. For those w/o direct deposit, your check will be mailed to the address listed on your W-4. It takes approximately 2-days to receive after check is mailed by the Human Resources Department.