Student Worker Timekeeping and Employee Details Guide

Sign in to your Oxy Portal ([my.oxy.edu](my.oxy.edu)). In the left main menu under **Tools** select the arrow next to **Benefits and Pay Info**. Then, select **Timesheet for Hourly Employees**. This will bring you to the **Time Sheet Selection**.

Note: **The Timesheet for Hourly Employees** is for all on campus student workers except those that use Kronos. Timesheets should be submitted for the pay period with enough time that they can be approved by the supervisor by Monday at noon following the end of the pay period.
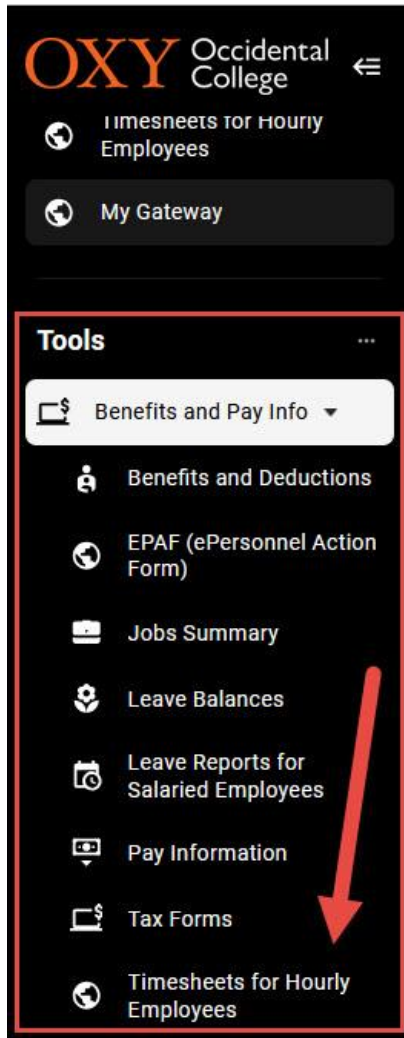
Time Sheet Selection:

On the Time Sheet Selection page, select the position you are inputting hours for and ensure that the appropriate pay period has been selected. Once you have selected the position and pay period click "Time Sheet" to open the corresponding time sheet. This will bring you to the Time and Leave Reporting page.

Note: For students with multiple on campus jobs a separate time sheet will need to be completed and submitted for each position worked.

Time Sheet Selection

💬 Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

Title and Department	My Choice	Pay Period and Status
HR Student Assistant, SM⁏ . Human Resources, ⁏	🔘	Aug 07, 2022 to Aug 20, 2022 Not Started ⌄
Green Bean Manager, SM Green Bean Coffee House,	⭕	Aug 07, 2022 to Aug 20, 2022 Not Started ⌄

[Time Sheet]

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Time and Leave Reporting:

To enter your hours, click on the "Enter Hours" link in the row that corresponds with the appropriate earnings code and date. This will bring you to Time In and Out.

For example: To enter regular hours for Monday, August 8th the below link would be selected.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: HR Student Assistant -- SM
Department and Number: Human Resources --
Time Sheet Period: Aug 07, 2022 to Aug 20, 2022

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 07, 2022	Monday Aug 08, 2022	Tuesday Aug 09, 2022	Wednesday Aug 10, 2022	Thursday Aug 11, 2022	Friday Aug 12, 2022	Saturday Aug 13, 2022
Regular Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay (1.5)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Double Time(2x) Campus Safety	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
2022 COVID Pd Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
C19 SuppSickLv:Test Result	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.14.0.1

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Time In and Out:

Enter the time intervals for the date selected. Ensure that you account for breaks, change AM and PM as appropriate, and do not enter your hours in 24-hour time format. The "Copy" button will copy the same intervals to another day or set of days. The "Delete" button will delete all time intervals for that day. Once you have entered your time intervals for that day click the "Save" button at the bottom.

Clicking "Save" should generate total hours for that day in the rightmost column as well as an account distribution with totals at the bottom of the page. To enter in hours for other days or see the rest of your timesheet, click the "Timesheet" button at the bottom of the page. This will bring you back to Time and Leave Reporting.

Personal Information **Student** **Employee**

Search [   ] [Go]

Time In and Out

🔖 Enter time. Select Save to display Total Hours.

Date: Monday, Aug 08, 2022
Earnings Code: Regular Pay

Shift	Time In		Time Out		Total Hours
1	08:30	AM ∨	11:30	AM ∨	3
1	12:00	PM ∨	03:00	PM ∨	3
1		AM ∨		AM ∨	0
1		AM ∨		AM ∨	0
1		AM ∨		AM ∨	0
					6

[Time Sheet] [Previous Day] [Next Day]
[Add New Line] [Save] [Copy] [Delete]

Account Distribution

Earnings Code	Shift	Hours	
Regular Pay	1	6	[Account Distribution]

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On the Time and Leave Reporting page you can enter hours worked for other days of the pay period and look at the totals for the week and the pay period. To access a different week of the pay period you can click "Next" or "Previous". Once all of your hours for the pay period have been entered click "Submit for Approval". This will lock the Time Sheet and send it to your supervisor for approval.

Time and Leave Reporting

📢 Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

Time Sheet
Title and Number: HR Student Assistant -- SM
Department and Number: Human Resources --
Time Sheet Period: Aug 07, 2022 to Aug 20, 2022

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 07, 2022	Monday Aug 08, 2022	Tuesday Aug 09, 2022	Wednesday Aug 10, 2022	Thursday Aug 11, 2022	Friday Aug 12, 2022	Saturday Aug 13, 2022
Regular Pay	1	0	12		Enter Hours	6	6	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Overtime Pay (1.5)	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Double Time(2x) Campus Safety	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
2022 COVID Pd Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
C19 SuppSickLv:Test Result	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			12		0	6	6	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

[Position Selection] [Comments] [Preview] [Submit for Approval] [Restart] [Next]

Submitted for Approval By:
Approved By:
Waiting for Approval From:
RELEASE: 8.14.0.1

Pay Information:

In the left main menu under **Tools** select the arrow next to **Benefits and Pay Info**. Then, select **Pay Information**. This contains information about earnings history, pay stubs, deductions history, and earnings by position.

Earnings History will show the earnings for a particular year by earnings code. Pay Stub will show pay stubs from current and previous years. Deductions History will show information about deductions.
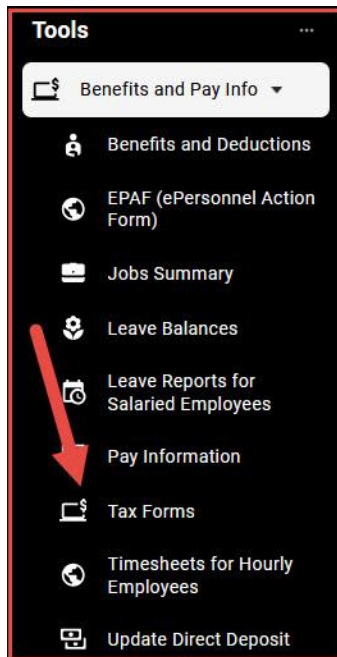

Update Direct Deposit will show information about the account information for direct deposit.

Tax Forms:

In the left main menu under **Tools** select the arrow next to **Benefits and Pay Info**. Then, select **Tax Information**. The Tax Forms link contains information about W-4 Exemptions or Allowances, Electronic W-2 and/or 1095 Consent, W-2 Wage and Tax Statement, W2c Corrected Wage and Tax Statement, and 1095 Employer Provided Health Insurance Offer and Coverage Statement. The W-2 Wage and Tax Statement allows you to view your W-2 for the current year and previous years.

Jobs Summary:

In the left main menu under **Tools** select the arrow next to **Benefits and Pay Info**. Then, select **Job Summary**. The Jobs Summary link contains a list of all positions both past and present that you have held with the College including beginning and ending dates for all positions.