Teachers with multiple positions must indicate the position for which they are entering time. A Position field appears on their time entry form, listing their positions to choose from. They will also need to select the appropriate Time Type for the job worked.

**Enter Hours Worked as a Tutor for Teachers with multiple positions**

From the Time application, under Enter Time:

1. Click This Week. A time entry table appears, including a Position field.
2. Select the Tutor position for which you are entering time.
3. **Select the Time Type**
   a. For Tutoring, select Time Entry Codes > Regular Worked Time.
4. Enter hours worked (or portions of hours) in the Hours field.
5. Click OK.
6. Click Done.

**To submit your time for payment (Bi-Weekly)**

Time must be submitted every other week for timekeeper validation and manager approval for each job, independently.

1. Select the Job you want to submit time for.
2. Click Submit to verify.
3. Click Submit to confirm certification of effort.

Your screens and processes may vary from those described here.