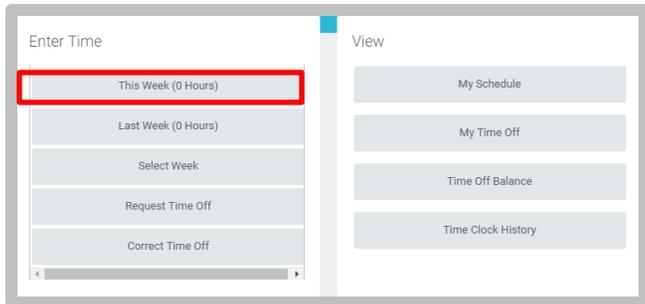


Time Tracking: Time Entry for Teachers with Split &/or Multiple Jobs

Teachers: Split &/or Multiple jobs

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.