

WEB TIME ENTRY

Log in:

1. Log in to KnightVision.
2. Choose the “Resources” tab.
3. Choose “Enter Time” under the heading “Resources: Student Payroll” on the right.
4. Log in using KnightVision username and password, check correct pay period, and hit “Submit.”

Entering Time:

1. Enter start and end time next to the correct date. Don’t forget AM/PM in times (ex. 8:00 am).
2. If there are still days left in the pay period, choose “Submit.”
3. Next screen shows hours submitted so far.
4. Logout.

Completion:.....

1. After 2 week pay period is complete, follow the above steps to log in and enter any time still not submitted.
2. Check “Electronic Signature Box” at the bottom of the page. Checking this box early will end pay period.*
3. Choose “Submit.”
4. Next screen shows total hours.
5. Logout.

*If you try to log-in and you can’t see your on-line hour entry, your professor might have approved you by mistake, or you may have checked the Electronic Signature Box early. Let the department Administrative Assistant know and she can “reject” your hours. You will get an email message to that effect and you will be able to see your on-line hour entry again.

DEADLINE

12:00 pm (noon)

Monday before (Friday) Payday

Check with your professor—s/he might want you to complete your hours earlier