

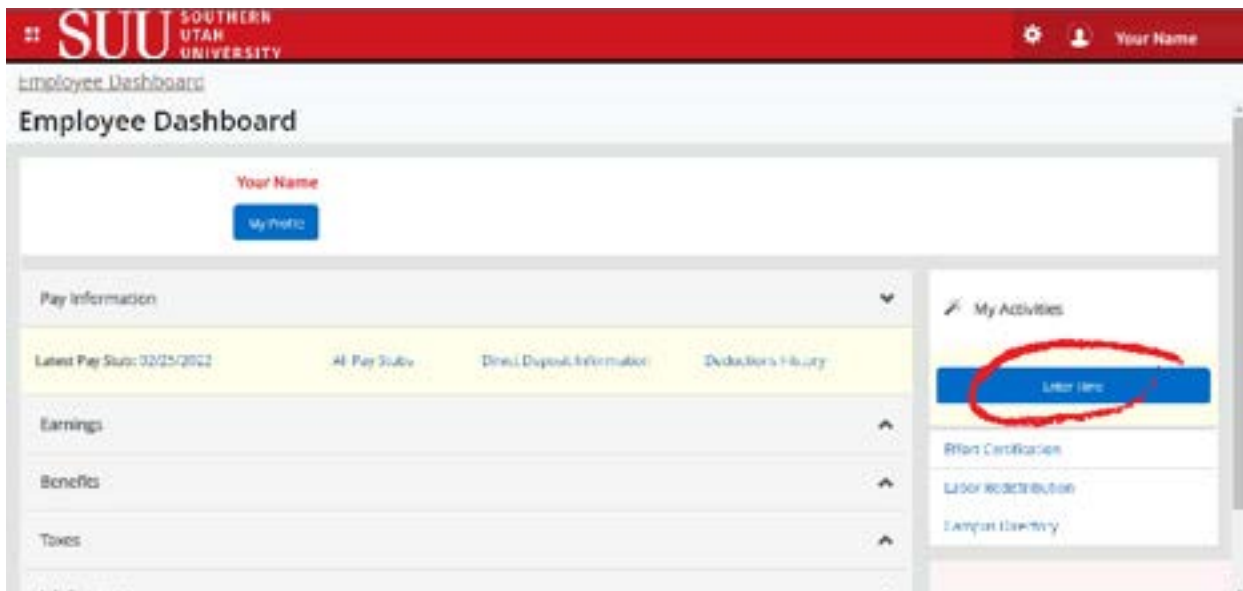
Step 1: open up the SUU portal

The screenshot shows the Southern Utah University MySUU Portal. At the top, the text "SOUTHERN UTAH UNIVERSITY" is displayed in white on a dark grey background. Below this, a red banner contains the "MY SUU PORTAL" logo on the left and a user profile icon with the text "Your Name" and an envelope icon on the right. The main content area is divided into several sections: a left sidebar with "SUU Your Name" and a list of links including "Portal Feed", "Messages", "My Courses", "MY MOST USED LINKS" (with icons for Canvas, Student Email, Employee Self-Service, Registration, Handshake, and Degree Works), and "APPS"; a central banner for "TRUTH IN TUITION HEARING" scheduled for Monday, March 7th at 4:00 p.m. in the Sterling R. Church Auditorium, with a "Calendar Event Details" button; and a right sidebar with "Balances", "REGISTRATION", "canvas", "Success HUB", and "RESOURCES" (listing Google Drive, Student Email, Academic Software Center, Astra Schedule, Calendar, and Canvas).

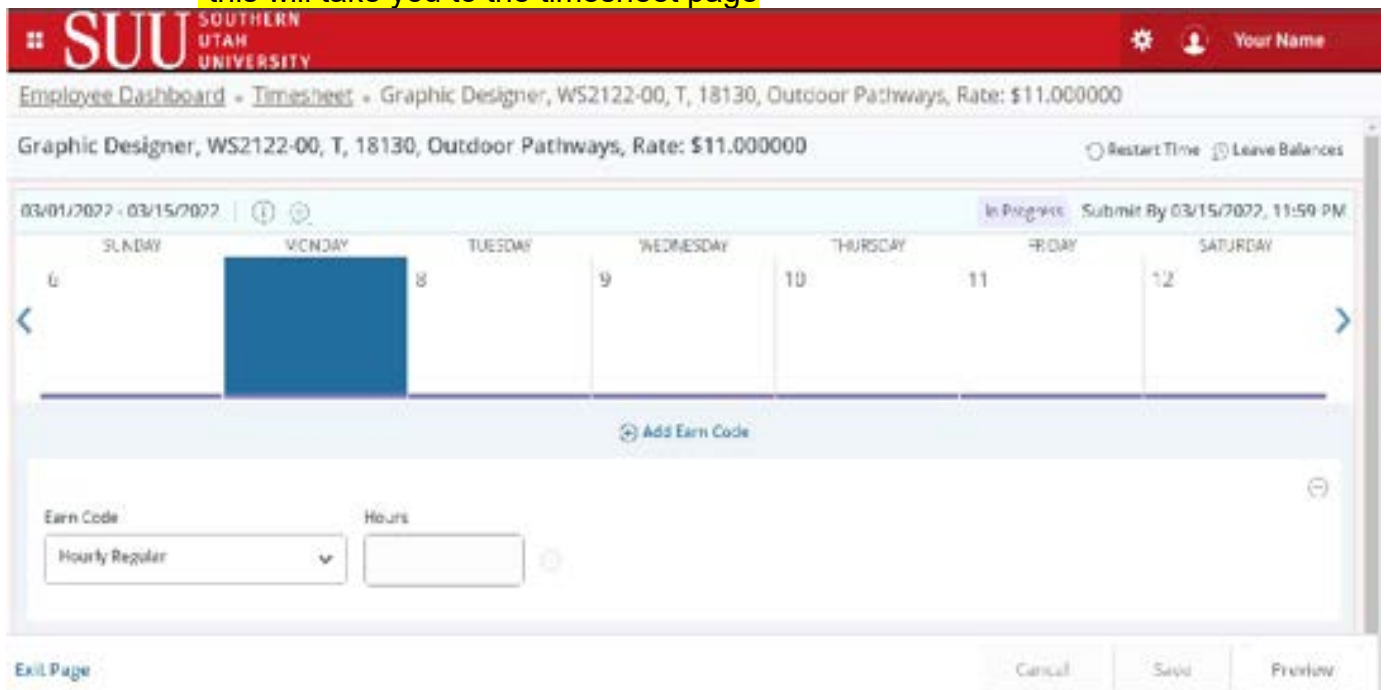
Step 2: scroll down until you see banner

This screenshot shows the MySUU Portal after scrolling down. The left sidebar now displays a "BANNER" section with a list of links, including "Banner Login", "Alerts", "Address Update", "EPAP Administration", "Emergency Contacts", "Employee Self-Service (Banner 0)", "Financial Aid", "Graduation Application", "Leave Request", "Online University Withdrawal", "Permission to Add Course", "Registration", "Student News", "Tax Notifications", "Time Sheet (Banner 0)", and "Time Sheet (Banner 0)". The "Employee Self-Service (Banner 0)" link is circled in red. The central area features a banner for "Scholarship Application" with a green button and a "Like" button. Below the banner is a "Submit a portal announcement" link. The right sidebar lists various resources such as "Campus SAFE Act", "Speech & Pronunciation Center", "Student Billing System", "Student Conduct Code", "T-Bird Equivalency", "Tbird Connection", "Tutoring Center", "Writing Center", and "Zoom".

Step 3: click on “Employee Self-Serve (banner 9)
-this will take you to your employee dashboard



Step 4: once on the employee dashboard, click on the button that says “enter time:
-this will take you to the timesheet page



Step 5: when you get to the timesheet page click on the white button that says start "timesheet"

-This is where you will put in your hours

The screenshot shows the SUU Southern Utah University Employee Dashboard. The page title is "Graphic Designer, WS2122-00, T, 18130, Outdoor Pathways, Rate: \$11.000000". The timesheet period is from 03/01/2022 to 03/15/2022. The current date is Monday, 03/07/2022, with 8 hours recorded. The "Add Earn Code" form is open, showing "Hourly Regular" as the selected code and an empty "Hours" input field, which is circled in red. The "Save" button is visible in the bottom right corner.

Step 6: when you get to this page you will click on a day and in the bottom left, put in the number of hours that you worked, then you click on the save button in the bottom right corner

This screenshot is identical to the previous one, showing the "Add Earn Code" form with the "Hours" field empty. In this view, the "Save" button in the bottom right corner is circled in red, indicating the next step in the process.

Step 7: at the end of the pay period, when you enter all your time for the week, you will click on the preview button in the bottom right corner.

Employee Dashboard > Timesheet > Graphic Designer, WS2122-00, T, 18130, Outdoor Pathways, Rate: \$11.000000

Graphic Designer, WS2122-00, T, 18130, Outdoor Pathways, Rate: \$11.000000 [Restart Time](#) [Leave Balances](#)

03/01/2022 - 03/15/2022 [In Progress](#) Submit By 03/15/2022, 11:59 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

6 8 9 10 11 12

+ Add Earn Code

Earn Code Hours

Hourly Regular

Cancel Save **Preview**

Step 8: if all your time is entered and everything looks good you will then click on the submit button in the bottom right corner

Employee Dashboard > Timesheet > Graphic Designer, WS2122-00, T, 18130, Outdoor Pathways, Rate: \$11.000000 > Preview

Timesheet Detail Summary

Graphic Designer, WS2122-00, T, 18130, Outdoor Pathways, Rate: \$11.000000

Pay Period: 03/01/2022 - 03/15/2022 [In Progress](#) Submit By 03/15/2022, 11:59 PM

Time Entry Detail			
Date	Earn Code	Shift	Total

Summary		
Earn Code	Shift	Total

Routing and Status		
Name	Action	Date & Time
Your Name	Original	03/07/2022, 09:32 AM
Burge, Tayia G.	In the Queue	

Return **Submit**

Step 9: That's it! Your time has been submitted and Tayia will send out an email for when its approved

