

# Student Timesheet Guide

1. Log in to Employee Self-Service with your user ID (employee ID) and password.

Website: <https://hrcms-prod.mass.gov/psp/H92PRD/?cmd=login>

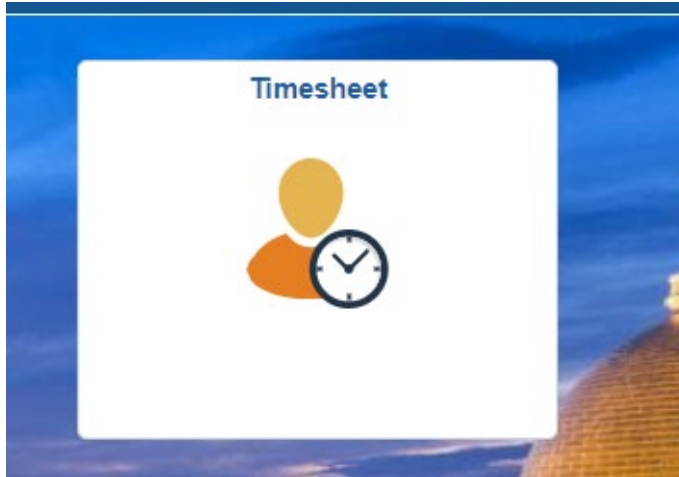
Your User ID is different from your Banner ID, it should be a 6 digit number (Not the @ number).

Your default Employee Self-Service password is the first letter of your first name (uppercase) + first letter of last name (lowercase) + Employee ID + the last 4 digits of your Social Security Number. When you log in to Employee Self-Service for the first time, you will be prompted to change your password and select the security questions you will be asked if you need to reset your password.

For example, if your name is Mickey Hart, and your user id is “**123456**”, then your password the first time you log on is “Mh**123456XXXX**”. The last four X’s represent your last four of the social.

Once logged in you will update the password to something of your choosing.

2. Click on the “Timesheet” Tile



- If you have multiple jobs, you may have to select which timesheet you want to access. A table will pop-up with each job you currently have. Click the job and the timesheet will display (See Below).

Employee ID   
 Empl Record   
 Earliest Change Date

Actions ▾

**Select Another Timesheet**

\*View By Week ▾

\*Date 04/24/2022

Scheduled Hours 37.500      Reported Hours 0.000

[Previous Week](#)   [Next Week](#)

[Elapsed Timesheet](#)

Reported time on or after 04/24/2022 is for a future period.

From 04/24/2022 to 04/30/2022 ?

		Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Type	Short Description	Quantity	St
+	-	<a href="#">Add Comments</a>	Sun	4/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="Q"/>			<input type="text"/>	
+	-	<a href="#">Add Comments</a>	Mon	4/25	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="Q"/>			<input type="text"/>	
+	-	<a href="#">Add Comments</a>	Tue	4/26	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="Q"/>			<input type="text"/>	
+	-	<a href="#">Add Comments</a>	Wed	4/27	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="Q"/>			<input type="text"/>	
+	-	<a href="#">Add Comments</a>	Thu	4/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="Q"/>			<input type="text"/>	
+	-	<a href="#">Add Comments</a>	Fri	4/29	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="Q"/>			<input type="text"/>	
+	-	<a href="#">Add Comments</a>	Sat	4/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text" value="Q"/>			<input type="text"/>	

Save for Later

Submit

Clear

Apply Schedule

- Put in the hours you worked using the in and out times on each day and click the “submit” button (Make sure to record times using am and pm for example 5pm would be 5:00pm on the timesheet). Leave all of the other fields (TRC and Quantity) blank.

5. Example: If you worked Monday 4/25 from 8am-12pm, Tuesday 4pm-10pm, Wednesday 5am-1pm, Thursday 6am-12pm, and Friday 8am-1pm your timesheet should look like this:

Employee ID

Empl Record

Earliest Change Date

Actions ▾

**Select Another Timesheet**

\*View By Week ▾

\*Date 04/24/2022 📅 ↺

Scheduled Hours 37.500
Reported Hours 27.500
Elapsed Timesheet

[Previous Week](#) [Next Week](#)

Reported time on or after 04/24/2022 is for a future period.

From 04/24/2022 to 04/30/2022 ?

		Select	Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Type
+	-	<input type="checkbox"/>	<a href="#">Add Comments</a>	Sun	4/24	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	
+	-	<input type="checkbox"/>	<a href="#">Add Comments</a>	Mon	4/25	Needs Approval	8:00:00AM	<input type="text"/>	<input type="text"/>	12:00:00PM	4.000	<input type="text"/>	
+	-	<input type="checkbox"/>	<a href="#">Add Comments</a>	Tue	4/26	Needs Approval	4:00:00PM	7:00:00PM	7:30:00PM	10:00:00PM	5.500	<input type="text"/>	
+	-	<input type="checkbox"/>	<a href="#">Add Comments</a>	Wed	4/27	Needs Approval	5:00:00AM	11:00:00AM	11:30:00AM	1:00:00PM	7.500	<input type="text"/>	
+	-	<input type="checkbox"/>	<a href="#">Add Comments</a>	Thu	4/28	Needs Approval	6:00:00AM	10:00:00AM	10:30:00AM	12:00:00PM	5.500	<input type="text"/>	
+	-	<input type="checkbox"/>	<a href="#">Add Comments</a>	Fri	4/29	Needs Approval	8:00:00AM	<input type="text"/>	<input type="text"/>	1:00:00PM	5.000	<input type="text"/>	
+	-	<input type="checkbox"/>	<a href="#">Add Comments</a>	Sat	4/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	

6. If you work a shift that is 6 hours or longer, you must be given a break and it must be recorded on your timesheet in the “meal out” and “meal in” sections.

7. If you need to enter time for a previous week, you can click on the previous week button (circled above) to view your timesheet for the previous week.
8. The Plus (+) button on the left side of the timesheet can be used to add a row. The minus (-) symbol can be used to remove a row (as well as the information in the row).
9. If you work 2 shifts in a single day, please enter each shift on its own row, for example on Monday you worked 8:00am to 11:00am and then again from 4:00pm to 6:00pm, your timesheet should look like this

From 01/20/2024 to 02/03/2024

		Select	Comments	Day	Date	Reported Status	In	Meal Out	Meal In	Out	Punch Total	TRC	Type
+	-	<input type="checkbox"/>	<a href="#">Add Comments</a>	Sun	1/28	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
+	-	<input type="checkbox"/>	<a href="#">Add Comments</a>	Mon	1/29	Needs Approval	8:00:00AM	<input type="text"/>	<input type="text"/>	11:00:00AM	3.000	<input type="text"/>	<input type="text"/>
+	-	<input type="checkbox"/>	<a href="#">Add Comments</a>			Needs Approval	4:00:00PM	<input type="text"/>	<input type="text"/>	6:00:00PM	2.000	<input type="text"/>	<input type="text"/>
+	-	<input type="checkbox"/>	<a href="#">Add Comments</a>	Tue	1/30	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
+	-	<input type="checkbox"/>	<a href="#">Add Comments</a>	Wed	1/31	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
+	-	<input type="checkbox"/>	<a href="#">Add Comments</a>	Thu	2/1	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
+	-	<input type="checkbox"/>	<a href="#">Add Comments</a>	Fri	2/2	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
+	-	<input type="checkbox"/>	<a href="#">Add Comments</a>	Sat	2/3	New	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>

10. It is important to remember to submit your timesheet after making changes or else the changes will not be saved.

A few things to keep in mind:

- I. If you work a shift that is 6 hours or longer you must be given at least a 30-minute lunch break and it must be recorded on your timesheet.
- II. You can only work up to 8 hours each day.
- III. You can only work up to 20 hours a week when classes are in session (40 hours over the summer). If you hold multiple jobs on campus, you need to make sure the combined hours among all of the jobs does not exceed 20 hours (Or 40 hours during the summer).
- IV. You are not allowed to work during class time (even if the class is cancelled).
- V. We are paid on a bi-weekly basis.
- VI. Timesheets should be entered for the week by Friday, we recommend to submit your timesheet after each shift.

If you have any questions or need to reset your password , please reach out to Payroll at [Payhelp@fitchburgstate.edu](mailto:Payhelp@fitchburgstate.edu) or 978-665-3177.