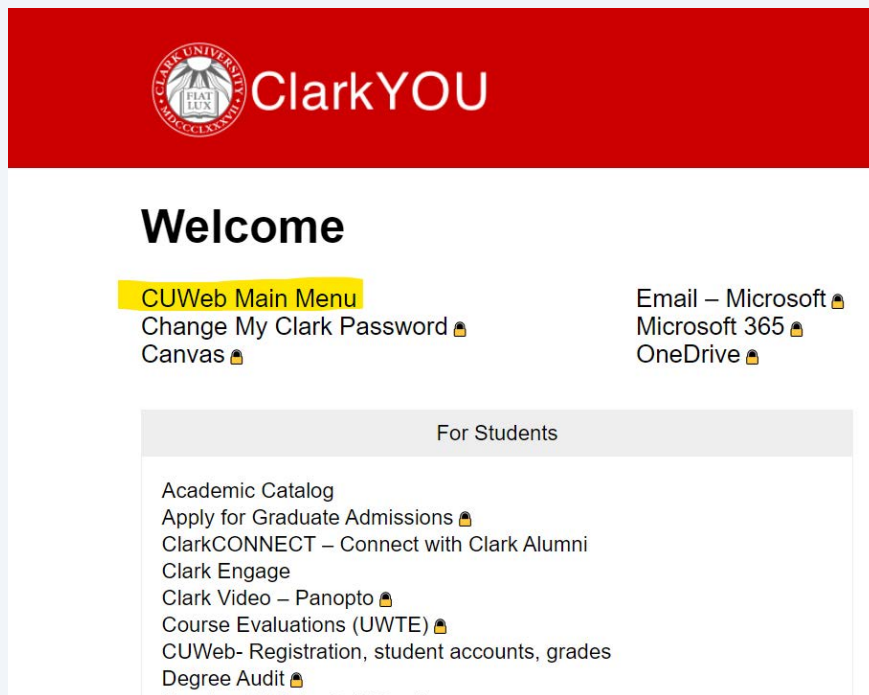


Entering Timesheet in CUWeb

This guide provides step-by-step instructions on how to enter timesheets in the CUWeb system. Please follow these steps closely to successfully submit your timesheet.

1 Navigate to you.clarku.edu

2 Click "Main Menu"



3 Click "Employees"

CUWeb - Clark University

Registration

Financial Aid and Student Accounts

Employees

4 Click "Employee Dashboard"

Welcome to CUWeb - Clark University

All Users

Student Records and Registration

Financial Aid

Employees

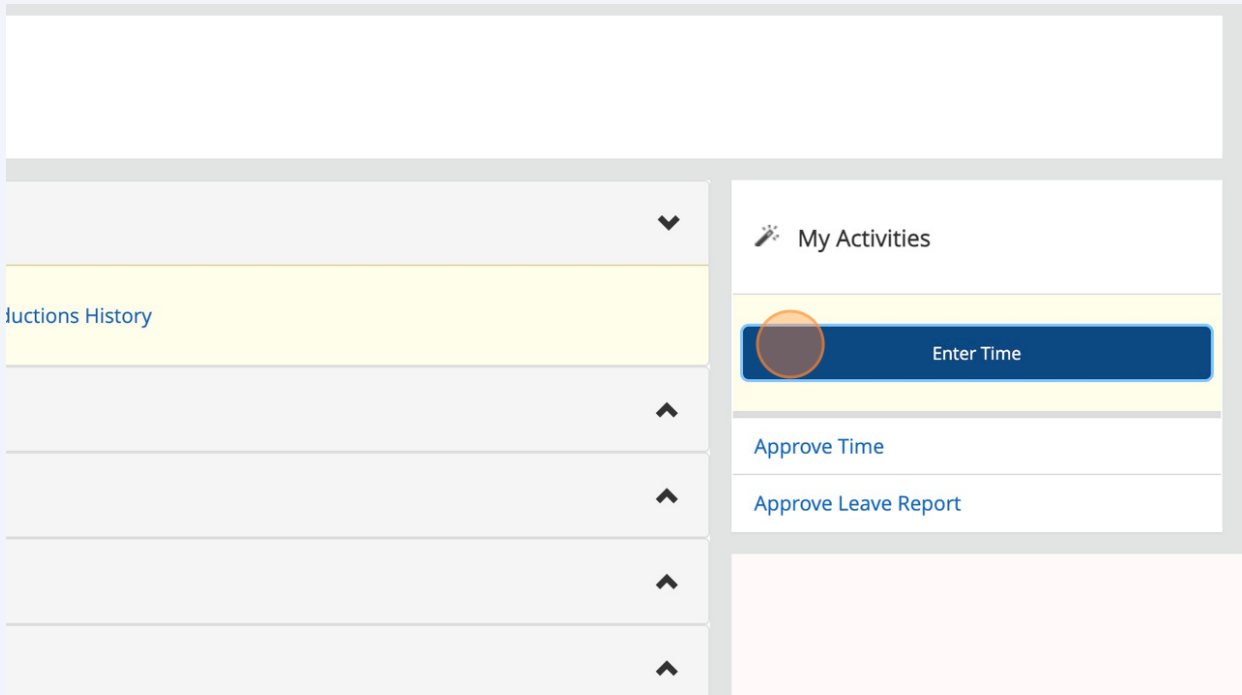
Employee Dashboard

Pay information, benefits, leave information, etc.

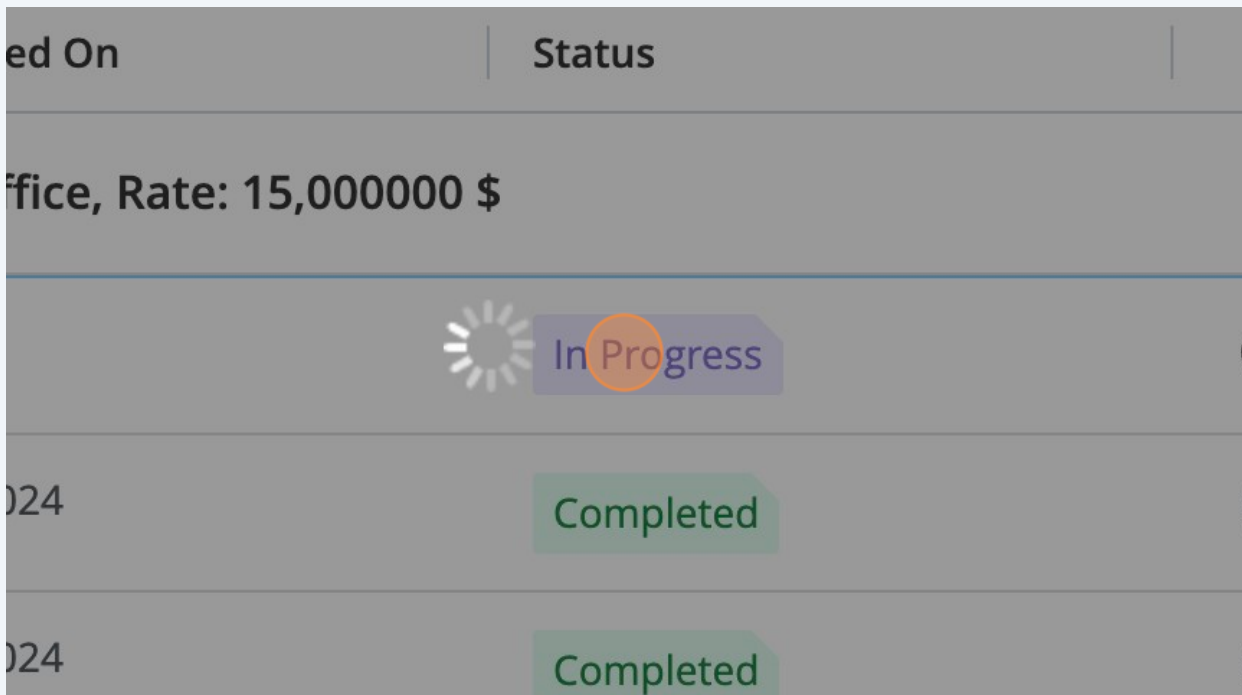
Personal Information

View and update your biographical and demographic information.

5 Click "Enter Time"



6 Click "In Progress"



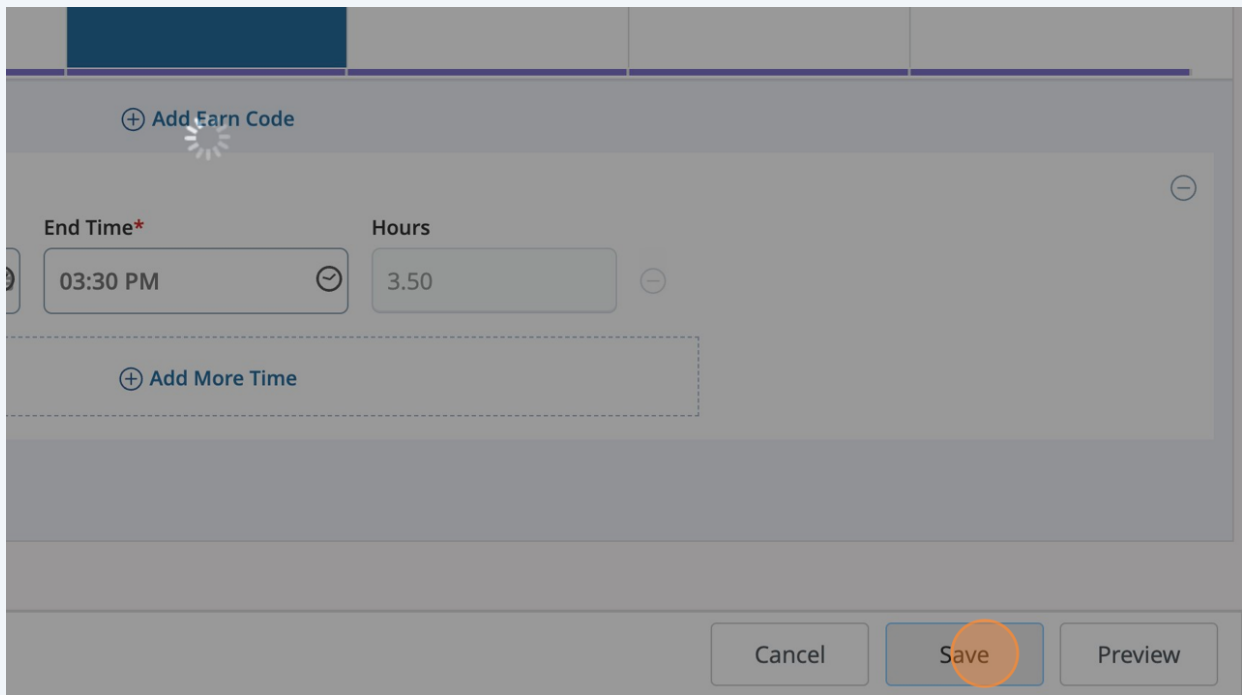
7 Click the "Start Time" field.

The screenshot shows a mobile application interface for time entry. At the top, there is a navigation bar with a blue back arrow on the left and a blue square button on the right. Below the navigation bar is a light blue header with a plus icon and the text "Add Earn Code". The main content area contains a form with the following fields: "Earn Code" (a dropdown menu showing "Non Work Study"), "Start Time*" (a time picker field with a blue border and an orange circle highlighting the input area), "End Time*" (a time picker field with a blue border), and "Hours" (a numeric input field showing "0."). Below these fields is a dashed box containing a plus icon and the text "Add More Time". At the bottom of the screen, there is a light pink bar with a small blue and red circular icon on the left.

8 Click the "End Time" field.

The screenshot shows the same mobile application interface as in the previous step. The "Start Time" field now displays "12:00 PM". The "End Time*" field is highlighted with a blue border and an orange circle. The "Hours" field now displays "0.00". The "Add More Time" button is still visible below the form fields.

9 Click "Save"



The screenshot shows a timesheet form with a grey background. At the top, there is a dark blue bar. Below it, a grey header contains a plus sign and the text "Add Earn Code". A loading spinner is positioned below this header. The main form area has a white background and contains two input fields: "End Time*" with the value "03:30 PM" and a dropdown arrow, and "Hours" with the value "3.50" and a minus sign. Below these fields is a dashed box containing a plus sign and the text "Add More Time". At the bottom of the form, there are three buttons: "Cancel", "Save" (which is highlighted with an orange circle), and "Preview".



Tip! Be sure to submit your timesheet before the biweekly deadline (every other Monday by 12pm) by following these next two steps.

10 Click "Preview"

The screenshot shows a form interface. At the top, there is a blue header bar with a white circle containing the number '10' and the text 'Click "Preview"'. Below the header, there is a table with three columns. The first column is highlighted in blue. Below the table, there is a light blue box with a plus icon and the text '+ Add Earn Code'. Below this box, there is a large white area with a blue pencil icon, a blue document icon, and a blue minus icon. Below this area, there is a white bar with the text 'Total: 3.50 Hours' and a blue link 'Account Distribution'. Below this bar, there is a light blue box. Below the light blue box, there is a white bar with three buttons: 'Cancel', 'Save', and 'Preview'. The 'Preview' button is highlighted with an orange circle.

11 Click "Submit"

The screenshot shows a form interface. At the top, there is a light blue header bar with a white circle containing the number '11' and the text 'Click "Submit"'. Below the header, there is a table with two columns. The first column has five rows, and the second column has five rows. Below the table, there is a white bar with two buttons: 'Return' and 'Submit'. The 'Submit' button is highlighted with an orange circle.