

Timesheet entry for student workers

Timesheets are due by Monday at 4 p.m. following the end of the pay period. If you don't submit your timesheet by 5 p.m., it will auto submit with whatever entries are on the timesheet.

Your supervisor has until the end of the day on Tuesday to approve your timesheet.

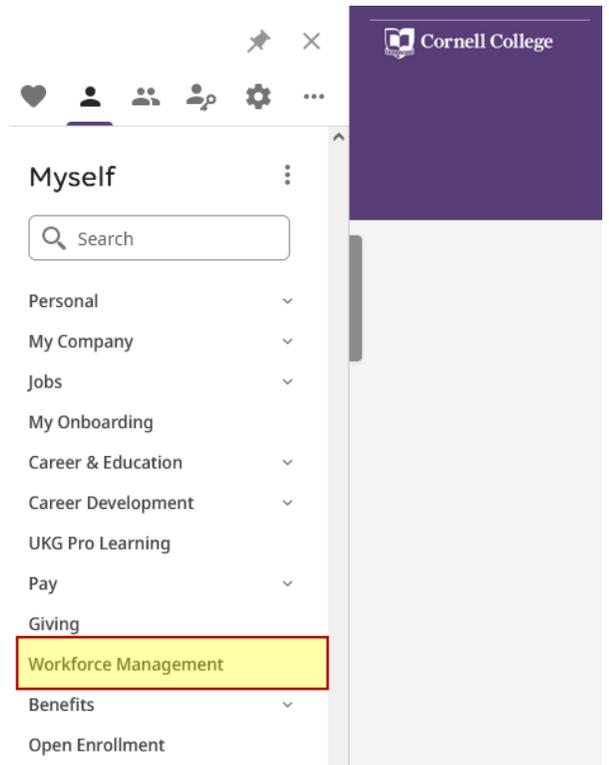
PLEASE REVIEW THESE INSTRUCTIONS as there have been changes to the process

To access your timesheet, log in to UKG from the Student Portal on the Cornell College website. (www.cornellcollege.edu/students)

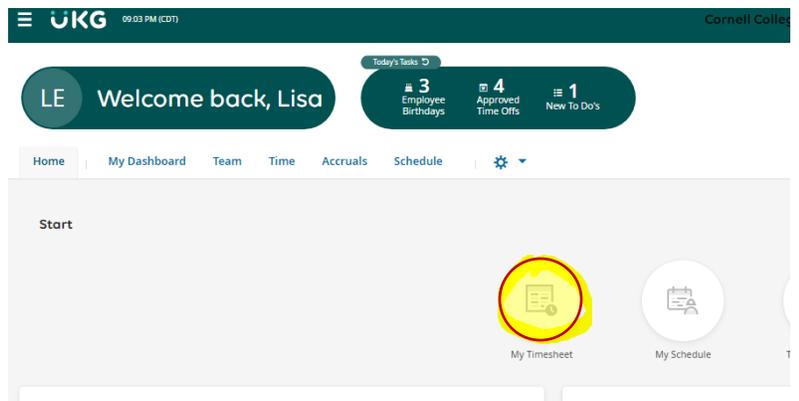
The screenshot shows the Cornell College Student Portal navigation menu. The menu is organized into several columns of links. The 'Timecard Entry (UKG)' link is highlighted with a red box.

EMAIL	MOODLE	SELF-SERVICE	PASSWORD RESET	LIBRARY	CAMPUS CALENDAR	STUDENT INFORMATION SHARING
NEW STUDENTS		ACADEMICS		CAMPUS RESOURCES		STUDENT LIFE
New Student Checklist		Academic Calendar (Block Calendar)		Berry Career Institute (career services)		The Compass (student handbook)
Admitted Student Information		Academic Resource Finder		Campus Safety		Greek Societies
New Student Orientation (NSO)		Add or Drop Courses		Center for Teaching & Learning (studios)		Intercultural Life
		Campus Bookstore		Civic Engagement (service/volunteering)		Intramurals
		Course Catalog & Academic Policies		Report a Concern		Student Leadership and Engagement
		Commencement (graduation)		Spiritual Life (Chaplain)		Sexual Misconduct
		Ingenuity in Action		Student Accounts (pay student bills)		Student Organizations
		Registrar's Office (course info & registration)		Student Success Center		Student Senate
		Stellic (degree audit tool)				
STUDENT EMPLOYMENT		HEALTH RESOURCES		HOUSING, FOOD, & TECHNOLOGY		FINANCIAL AID
Available Work Study Jobs		Health Promotions		Bon Appetit Menus		Financial Assistance Office
Handshake (job & internship board)		Mental Health Counseling		Dining Services		Military & Veterans Benefits
Student Employment Handbook (work study)		Mind Spa Sensory Room		Facilities Workorders (res hall rooms)		File the FAFSA (do this every year)
Timecards & HR Reporting		Student Health & Wellbeing Appointments		Parking on Campus		
Timecard Entry (UKG)				Residence Life Office		
				Tech Service Appointments (Information Technology Office)		

When you are logged into UKG, scroll down on the left-hand side and click on Workforce Management.



Once in Workforce Management, click on "My Timesheet" to start entering your hours.



Enter your start and stop time for your shift. BE SURE THAT YOU NOTE THE CORRECT DEPARTMENT AND JOB. Use the magnifying glass to select the correct department AND position.

Once you've entered your time, click Save in the upper right-hand corner. Once you've recorded all your time for the pay period, click Submit.

There is other helpful information on the [Compensation and Payroll webpage](#) that can be reached from the student portal.

Questions? Email payroll@cornellcollege.edu