

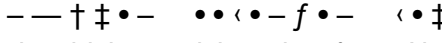
Overview : This document provides an overview on how to review previously reported work hours

Log In

1. Navigate to MyHR

3. The Student Employee tab will display

View Status of Reported Hours

4. Select the View Reported Hours link located under the  header.
*Employees with multiple positions must select the position in which you wish to view from Job Title drop-down menu.
5. Select the Calendar period in which you wish to review and click View

x X – Exceptions: supervisors must review entry for accuracy

x P – Reported Work Hours

x Report Work

x \$ - Payable Time: time that has been approved by your supervisor