Time Entry Training for Student Employees

All student employees must complete and submit timesheets through MyLongwood for each pay period worked and for each position held. When timesheets are submitted, they are automatically routed to an "Approver" who either approves the timesheet or returns it for correction.

To access your Timesheet, you enter through myLongwood. To navigate to myLongwood go to longwood.edu. At the top right corner select "Lancer Dashboard" on the right-hand side of the screen:

Under Lancer Dashboard, click on myLongwood:

Enter your LancerNet ID. Your Password is the same password you use for your computer log in. Click the button "Sign In":

To get to your Timesheet click on the "Employee Tab":
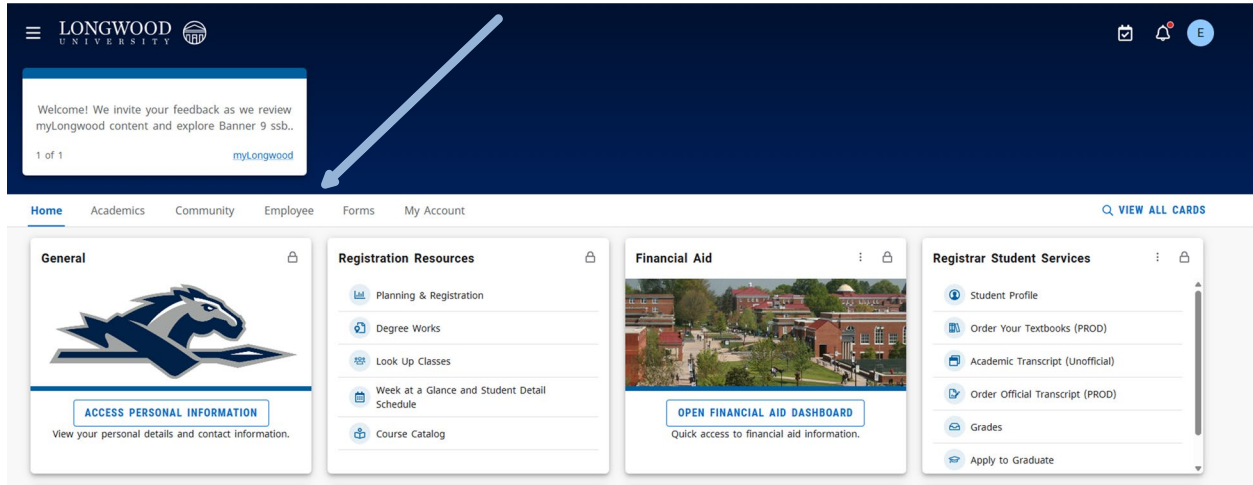
This will take you to the Employee tab, where you then need to select "Open Employee Dashboard" on the Employee Self Service card:
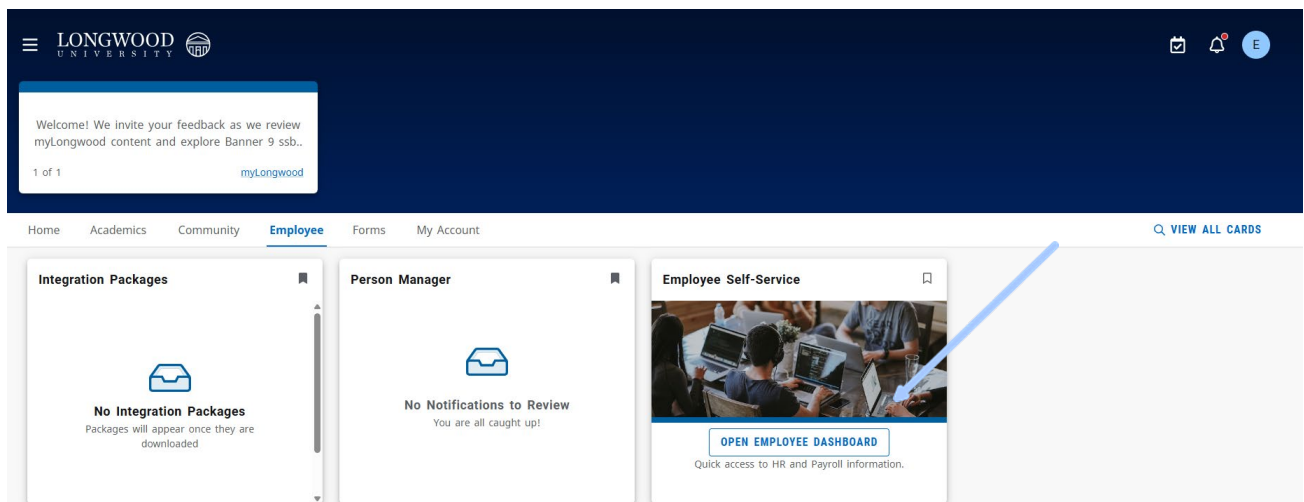
Click on "Enter Time" on the right side of the screen and the Timesheet Selection screen will appear. If you have more than one position all applicable positions will be available for timesheet entry, as seen below. Select the "Start Timesheet" button on the right of the pay period (and position if applicable) you'd like to submit time for.

Make your timesheet selection by selecting the (1.) day you worked, (2.) select the "Earn Code" of Regular Pay and input the number of hours for that day, (3.) then hit save:

Continue to select the days you worked and input the hours for the pay period your submitting time for. If you are ready to submit, then you will hit "Preview" in the bottom right-hand corner. If you are not ready to submit, then you can hit "Exit Page" in the bottom left-hand corner:

In the preview screen, you can add any comment's you may need and then once you have reviewed your Timesheet, hit the "Submit" button in the bottom right-hand corner. If anything needs to be changed, you can hit the "Return" and make any changes needed.

Once submitted you will see a "Pending" status on the summary page. Select "Timesheet" to return to pay period selection and pending status or Select "Employee Dashboard" to return to the starting point.

Employee Dashboard / Timesheet / Budget Office Student Asst, 0C0188-00, L, 404001, Financial Planning & Analysis, Rate: $12.410000 / Preview

Budget Office Student Asst, 0C0188-00, L, 404001, Financial Planning & Analysis , Rate: $12.410000

Pay Period: 4.00 Hours   Pending   Submitted On 04/22/2025, 01:54 PM

Time Entry Detail

Date	Earn Code	Shift	Total
04/22/2025	REG, Regular Pay	1	4.00 Hours

Summary

Earn Code	Shift	Week	Week	Total
REG, Regular Pay	1	4.00		4.00 Hours
Total Hours		4.00		
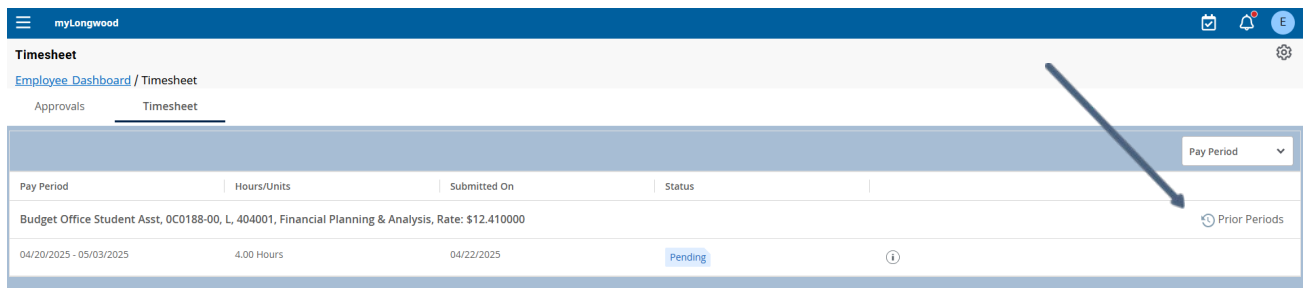
Routing and Status

Name	Action
	Originated On 04/22/2025, 01:35 PM by Lancer, Elwood
	Submitted On 04/22/2025, 01:54 PM by Lancer, Elwood
	Approve by 05/06/2025, 12:00 PM
Nasburg, Kathyn E.	Pending Approval

Return

Reviewing Prior Pay Periods

Under the "Timesheet" page you will find the option to select "Prior Periods, here you can see the status and review prior pay periods of Timesheet you have submitted. Only current and prior pay periods appear as choices.

Possible Statuses and their definitions:

Not Started	Timesheet hasn't been opened
In Progress	Timesheet has been started but not submitted
Pending	View Only - timesheet has been submitted, but not approved
Returned for Correction	Timesheet has been returned for correction
Approved	Timesheet has gone to Payroll and cannot be changed Online

Tenths-of-an-Hour Conversion Chart

To Record Hours Worked

Effective July 1, 2003

| MINUTES | | REPORTING |
FROM	TO	INCREMENT
0 Minutes	2 minutes, 59 seconds	Disregard
3 Minutes	8 minutes, 59 seconds	1 Tenth Hour
9 Minutes	14 minutes, 59 seconds	2 Tenths Hour
15 Minutes	20 minutes, 59 seconds	3 Tenths Hour
21 Minutes	26 minutes, 59 seconds	4 Tenths Hour
27 Minutes	32 minutes, 59 seconds	5 Tenths Hour
33 Minutes	38 minutes, 59 seconds	6 Tenths Hour
39 Minutes	44 minutes, 59 seconds	7 Tenths Hour
45 Minutes	50 minutes, 59 seconds	8 Tenths Hour
51 Minutes	56 minutes, 59 seconds	9 Tenths Hour
57 Minutes	60 Minutes	One Hour

Student Employee Timesheet Deadlines
Calendar Year 2025

Pay Number	Pay Period Begin	Pay Period End	Employee Submit before 12 noon	Supervisor Approve before 12 noon	Payday
#1	12/29/2024	1/11/2025	1/13/2025	1/14/2025	1/24/2025
#2	1/12/2025	1/25/2025	1/27/2025	1/28/2025	2/7/2025
#3	1/26/2025	2/8/2025	2/10/2025	2/11/2025	2/21/2025
#4	2/9/2025	2/22/2025	2/24/2025	2/25/2025	3/7/2025
#5	2/23/2025	3/8/2025	3/10/2025	3/11/2025	3/21/2025
#6	3/9/2025	3/22/2025	3/24/2025	3/25/2025	4/4/2025
#7	3/23/2025	4/5/2025	4/7/2025	4/8/2025	4/18/2025
#8	4/6/2025	4/19/2025	4/21/2025	4/22/2025	5/2/2025
#9	4/20/2025	5/3/2025	5/5/2025	5/6/2025	5/16/2025
#10	5/4/2025	5/17/2025	5/19/2025	5/20/2025	5/30/2025
#11	5/18/2025	5/31/2025	6/2/2025	6/3/2025	6/13/2025
#12	6/1/2025	6/14/2025	6/16/2025	6/17/2025	6/27/2025
#13	6/15/2025	6/28/2025	6/30/2025	7/1/2025	7/11/2025
#14	6/29/2025	7/12/2025	7/14/2025	7/15/2025	7/25/2025
#15	7/13/2025	7/26/2025	7/28/2025	7/29/2025	8/8/2025
#16	7/27/2025	8/9/2025	8/11/2025	8/12/2025	8/22/2025
#17	8/10/2025	8/23/2025	8/25/2025	8/26/2025	9/5/2025
#18	8/24/2025	9/6/2025	9/8/2025	9/9/2025	9/19/2025
#19	9/7/2025	9/20/2025	9/22/2025	9/23/2025	10/3/2025
#20	9/21/2025	10/4/2025	10/6/2025	10/7/2025	10/17/2025
#21	10/5/2025	10/18/2025	10/20/2025	10/21/2025	10/31/2025
#22	10/19/2025	11/1/2025	11/3/2025	11/4/2025	11/14/2025
#23	11/2/2025	11/15/2025	11/17/2025	11/18/2025	11/28/2025
#24	11/16/2025	11/29/2025	12/1/2025	12/2/2025	12/12/2025
#25	11/30/2025	12/13/2025	12/15/2025	12/16/2025	12/26/2025
#26	12/14/2025	12/27/2025	12/29/2025	12/30/2025	1/9/2026
#1	12/28/2025	1/10/2026	1/12/2026	12/13/2026	1/23/2026