

## **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](http://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”:**



Longwood University

Sign in using your LancerNetID or E-Mail Address

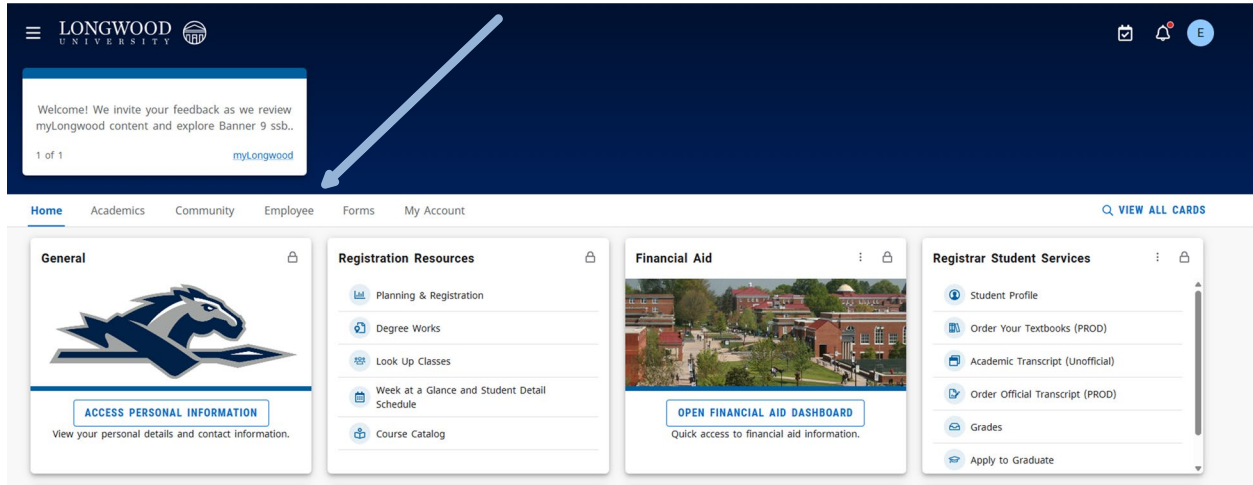
someone@example.com

Password

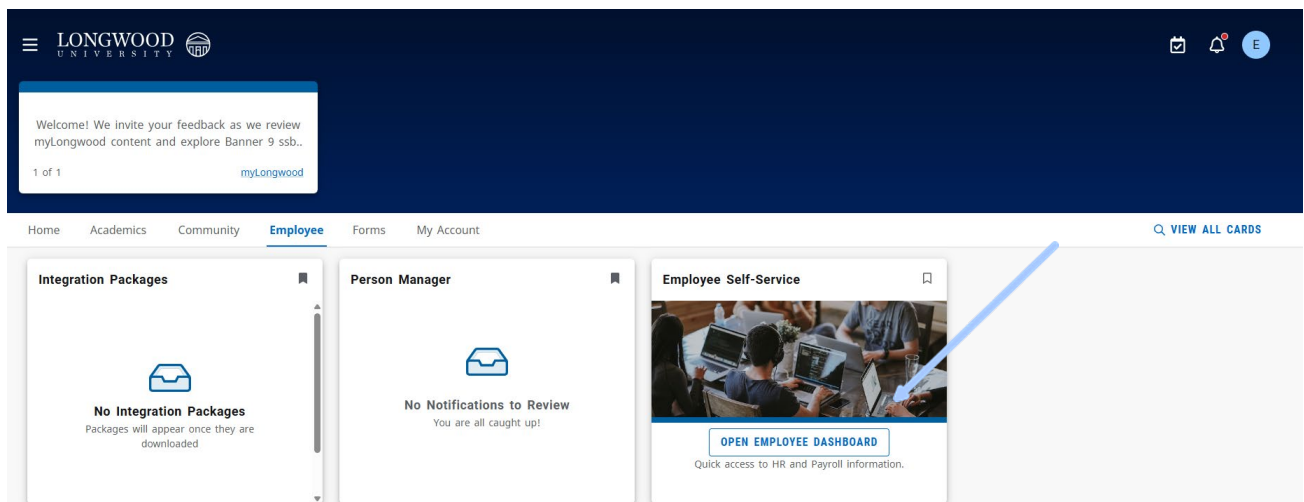
Sign in

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**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.**

The screenshot shows the 'myLongwood' Timesheet Selection screen. At the top, there's a navigation bar with 'myLongwood' and a user icon. Below it, the 'Timesheet' section is active, with 'Employee Dashboard / Timesheet' and 'Approvals' tabs. A 'Pay Period' dropdown is on the right. The main table has columns: Pay Period, Hours/Units, Submitted On, and Status. Two rows are listed, both with a 'Start Timesheet' button on the right. A blue arrow points to the 'Start Timesheet' button for the first row.

Pay Period	Hours/Units	Submitted On	Status	
Budget Office Student Asst, 0C0188-00, L, 404001, Financial Planning & Analysis, Rate: \$12.410000			Not Started	Start Timesheet
ACCOCM ACAD. CORE COMM., 0C0450-00, L, 404001, Financial Planning & Analysis, Rate: \$15.000000			Not Started	Start Timesheet

**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:**

The screenshot shows the 'myLongwood' Timesheet Entry screen. At the top, there's a navigation bar with 'myLongwood' and a user icon. Below it, the 'Budget Office Student Asst, 0C0188-00, L, 404001, Financial Planning & Analysis, Rate: \$12.410000' is displayed. The 'Employee Dashboard / Timesheet' tab is active. The main section shows a calendar for the week of 04/20/2025 to 05/03/2025. The Thursday (24) is selected. Below the calendar, there's a form to 'Add Earn Code' with a dropdown for 'Earn Code' (set to 'Regular Pay') and a text input for 'Hours\*'. A blue arrow points to the Thursday (24) in the calendar, labeled '1.'. Another blue arrow points to the 'Hours\*' input field, labeled '2.'. A third blue arrow points to the 'Save' button at the bottom right, labeled '3.'.

1.

2.

3.

**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:**

myLongwood

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

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

04/20/2025 - 05/03/2025 4.00 Hours In Progress Submit By 05/05/2025, 12:00 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

20 21 22 4.00 Hours 23 24 25 26

Add Earn Code

Regular Pay 4.00 Hours

Total: 4.00 Hours Account Distribution

Exit Page Cancel Save Preview

**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.**

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 In Progress Submit By 05/05/2025, 12:00 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
	Submit By 05/05/2025, 12:00 PM
Nasburg, Kathryn E.	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

Return Submit

**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. OC0188-00\\_L\\_404001\\_Financial Planning & Analysis\\_Rate: \\$12.410000](#) / [Preview](#)

Budget Office Student Asst. OC0188-00\_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		

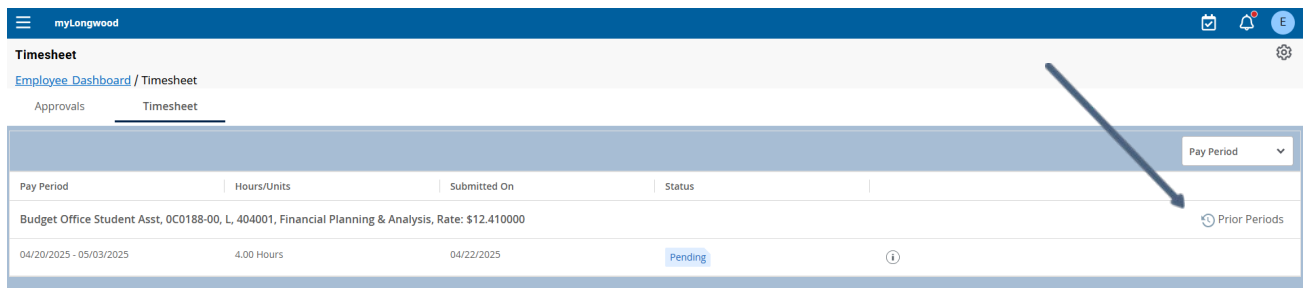
Routing and Status

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, Kathryn 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.**



myLongwood

Timesheet

[Employee Dashboard](#) / Timesheet

Approvals Timesheet

Pay Period: 04/20/2025 - 05/03/2025

Hours/Units: 4.00 Hours

Submitted On: 04/22/2025

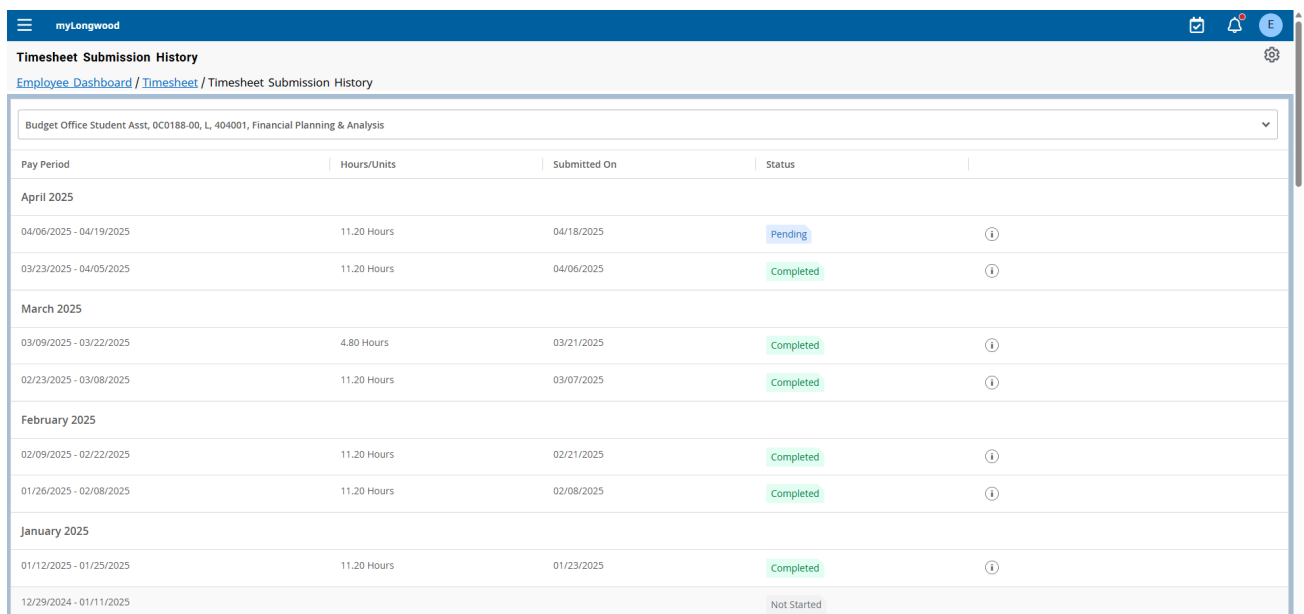
Status: Pending

Budget Office Student Asst, OC0188-00, L, 404001, Financial Planning & Analysis, Rate: \$12.410000

Prior Periods

### ***Possible Statuses and their definitions:***

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



myLongwood

Timesheet Submission History

[Employee Dashboard](#) / [Timesheet](#) / Timesheet Submission History

Budget Office Student Asst, OC0188-00, L, 404001, Financial Planning & Analysis

Pay Period	Hours/Units	Submitted On	Status
April 2025			
04/06/2025 - 04/19/2025	11.20 Hours	04/18/2025	Pending
03/23/2025 - 04/05/2025	11.20 Hours	04/06/2025	Completed
March 2025			
03/09/2025 - 03/22/2025	4.80 Hours	03/21/2025	Completed
02/23/2025 - 03/08/2025	11.20 Hours	03/07/2025	Completed
February 2025			
02/09/2025 - 02/22/2025	11.20 Hours	02/21/2025	Completed
01/26/2025 - 02/08/2025	11.20 Hours	02/08/2025	Completed
January 2025			
01/12/2025 - 01/25/2025	11.20 Hours	01/23/2025	Completed
12/29/2024 - 01/11/2025			Not Started

**Tenths-of-an-Hour Conversion Chart**

**To Record Hours Worked**

**Effective July 1, 2003**

<u>MINUTES</u>		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