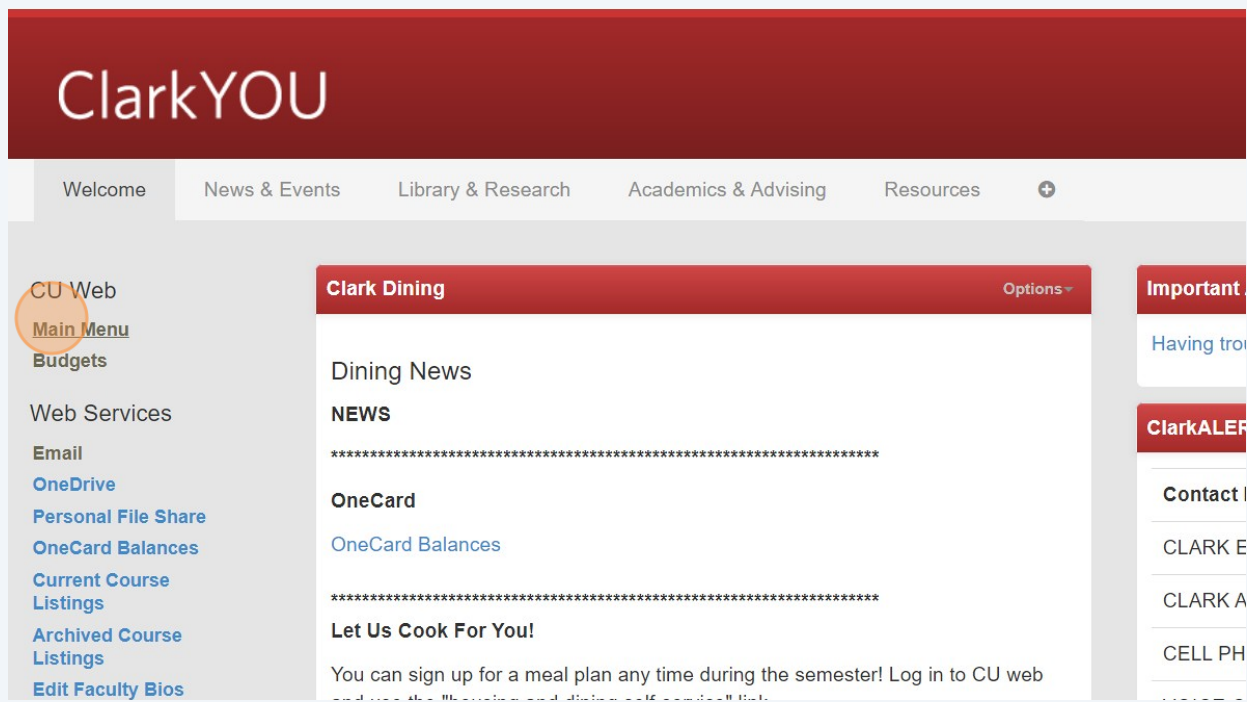


Entering Timesheet in New CUWeb

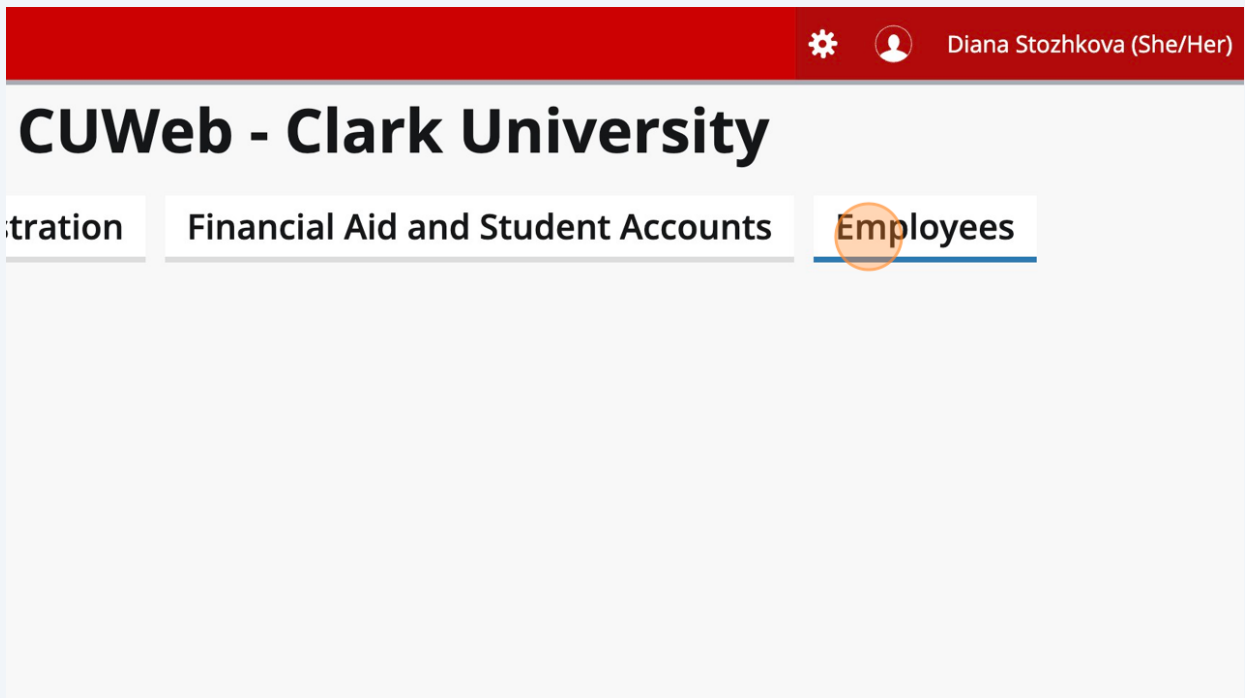
This guide provides step-by-step instructions on how to enter timesheets in the new CUWeb system. Please follow these steps closely to successfully submit your timesheet.

1 Navigate to you.clarku.edu

2 Click "Main Menu"

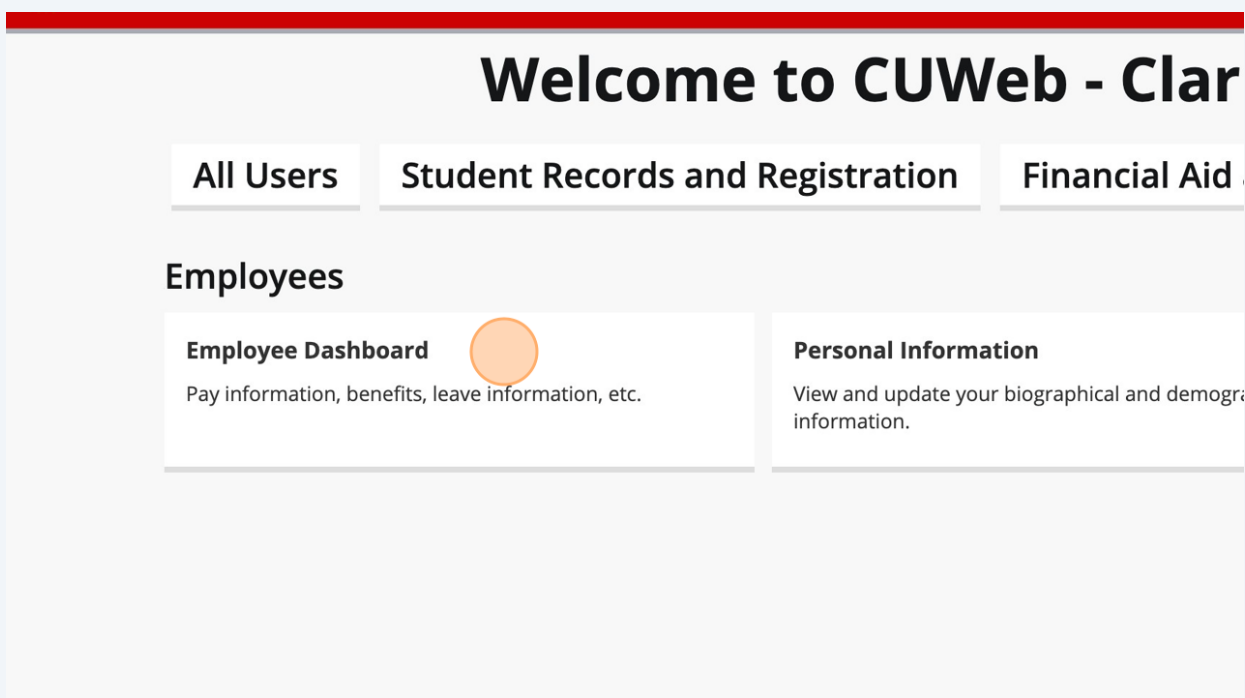


3 Click "Employees"



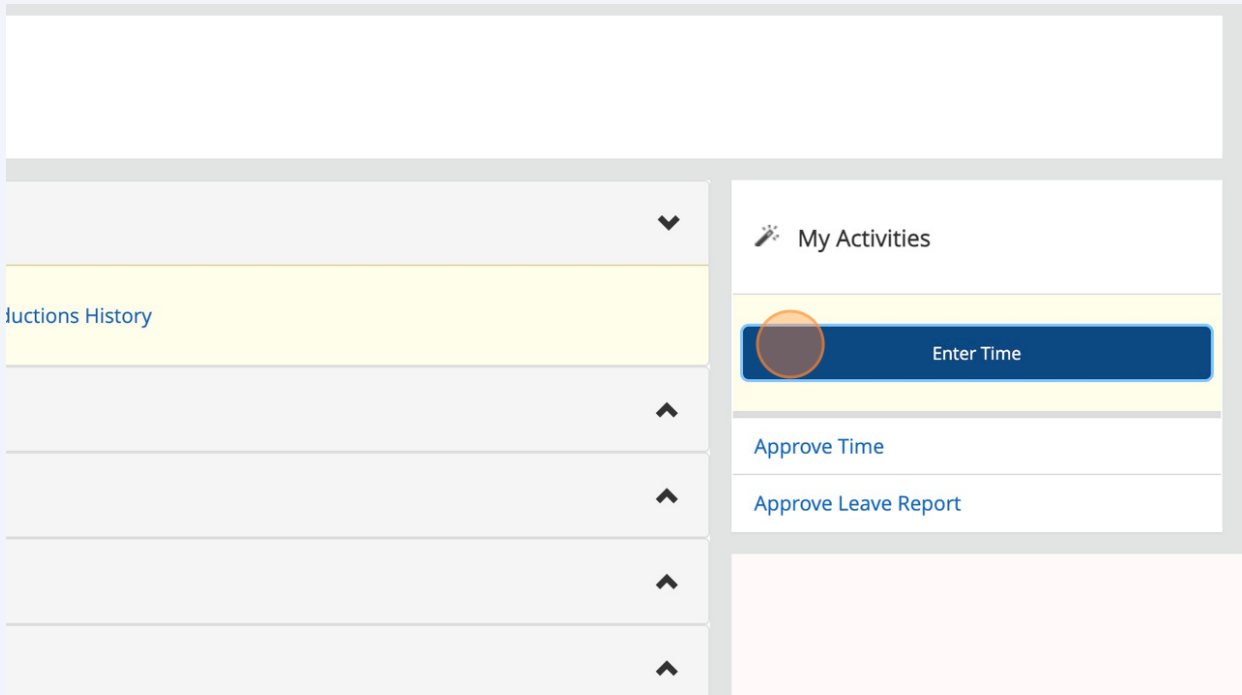
The screenshot shows the top navigation bar of the CUWeb system. On the right side, there is a red header containing a gear icon, a user profile icon, and the name "Diana Stozhkova (She/Her)". Below the header, the main title "CUWeb - Clark University" is displayed. Underneath the title, there is a horizontal menu with three items: "Administration", "Financial Aid and Student Accounts", and "Employees". The "Employees" item is highlighted with a blue underline and an orange circle around the text.

4 Click "Employee Dashboard"

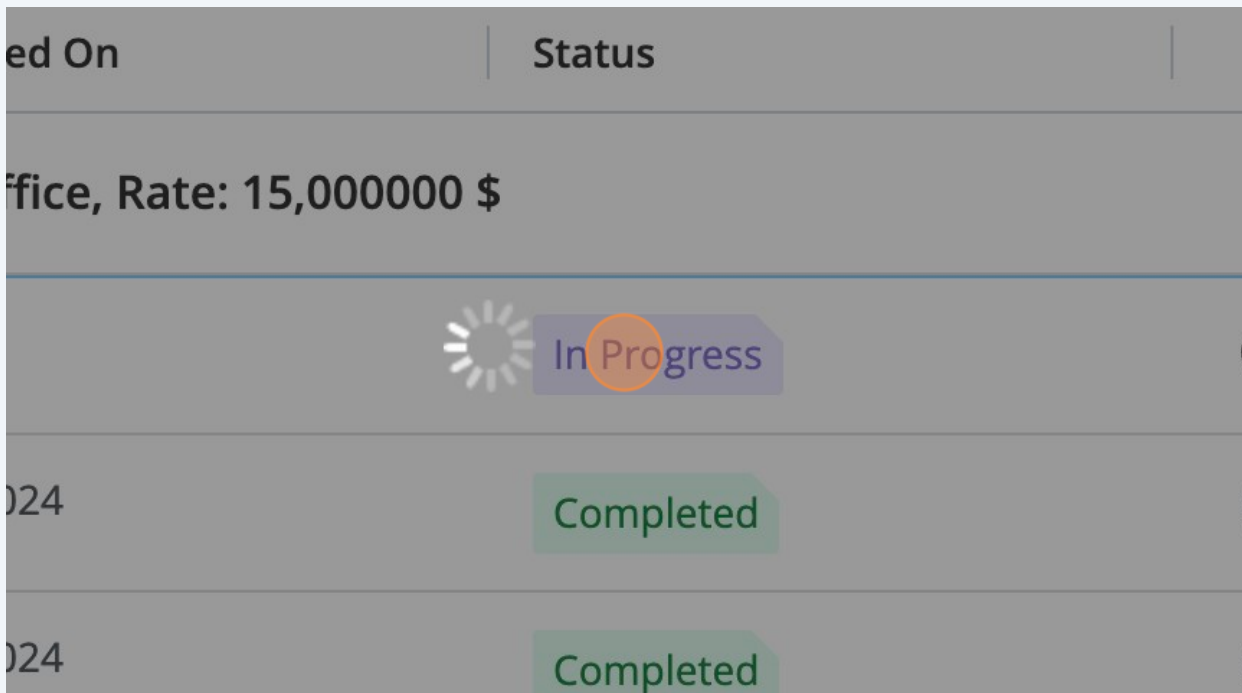


The screenshot shows the "Employees" section of the CUWeb system. At the top, there is a red header with the title "Welcome to CUWeb - Clark University". Below the header, there is a horizontal menu with three items: "All Users", "Student Records and Registration", and "Financial Aid". Underneath the menu, the "Employees" section is displayed. It contains two main cards: "Employee Dashboard" and "Personal Information". The "Employee Dashboard" card is highlighted with an orange circle around the title. The "Employee Dashboard" card contains the text "Pay information, benefits, leave information, etc.". The "Personal Information" card contains the text "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 left is a blue back arrow. Below it is a light blue bar with a blue square and a plus sign, labeled "Add Earn Code". The main form area contains three input fields: "Earn Code" with a dropdown menu showing "Non Work Study", "Start Time*" with a placeholder "hh:mm a" and a clock icon, and "End Time*" with a placeholder "hh:mm a" and a clock icon. To the right of the "End Time*" field is a "Hours" field with a placeholder "0.". Below these fields is a dashed box with a plus sign and the text "Add More Time". At the bottom left, there is a small blue and red circular icon.

8 Click the "End Time" field.

The screenshot shows the same mobile application interface as in step 7. The "Start Time*" field now contains the value "12:00 PM". The "End Time*" field has a placeholder "hh:mm a" and a clock icon, and is highlighted with an orange circle. The "Hours" field now contains the value "0.00". The "Add More Time" button is still visible below the input 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. Below it, a light blue box contains a '+ Add Earn Code' link. The main area is a large white text input field with a blue pencil icon, a copy icon, and a minus icon in the top right corner. Below the input field, there is a summary bar showing 'Total: 3.50 Hours' and a link for 'Account Distribution'. At the bottom of the form, there are three buttons: 'Cancel', 'Save', and 'Preview'. The 'Preview' button is highlighted with an orange circle.

11 Click "Submit"

The screenshot shows a form interface. On the left side, there is a vertical stack of seven input fields. The top three are light blue, and the bottom four are white. To the right of these fields is a large, empty light orange rectangular area. At the bottom of the form, there are two buttons: 'Return' and 'Submit'. The 'Submit' button is highlighted with an orange circle.