Instructions for Web Time Entry (WTE) for Clark University Student Employees:

1. From any computer on campus go to https://you.clarku.edu

2. Enter your Clark Account user name and password. If you do not know your user name and password contact the ITS Help Desk at 508-793-7745.

3. Click on Main Menu under CUWEB.

4. Click on the tab at the top: "Employment Information".

5. Click on the link: "Timesheet".

6. Select the job for which you are reporting time.

7. Select the Pay Period from the drop down list for which you are reporting time.

8. Click on the "Timesheet" button.

9. To enter hours for a specific day, click on the link "Enter Hours" below the heading for the correct day.   On the "Time In and Time Out" screen type your hours. Click on the buttons "Next" and "Previous" to navigate between the different days of the pay period.

10. Click Save or Copy.   Click on Timesheet to return to your timesheet and then click submit, if you are ready to do so.

11. Before you will be paid, you must submit your completed time sheet. IMPORTANT: Your timesheet must be submitted and approved by your supervisor before noontime on the Monday after the end of the pay period. Failing to submit your timesheet on time will delay your paycheck until the next pay period.   Please refer to the pay schedule in the Student Employment Handbook to confirm pay periods and dates paychecks are issued.

12. After submitting your timesheet, you can view the status of your time sheet and who will be approving your timesheet.

If you need assistance with WTE, or have any questions, you should contact your supervisor.