Student Employees

Student Employee Main Menu:

- **UNI Time Management**

  - **Navigation**
  - **Timecard**
    - My Recent Timecards
    - New Timecard
    - Search Timecards

  **My Recent Timecards** to retrieve timecards in the chosen assignment retroactive one year.

  **New Timecard** to create a new timecard.

  **Search Timecards** primarily to search for all timecards in the chosen assignment and status, for example if you want to find all timecards in a Working, Rejected, or Timed Out Status.

**Student employee time entry:**

Student employees will enter their time in and time out. Minutes will be entered to every 6 minutes, for example 1:00, 1:06, 1:12, 1:18. Enter whichever 6 minute option is closest to the actual start or end time. If the start time is at the 3 minute mark the benefit is given to the employee. For example an arrival time at 1:03 would be entered as 1:00 or a departure time at 3:03 would be entered as 3:06.

**Timecards Requiring Action:**

When viewing a list of timecards, those in a Working, Rejected, or Timed Out status requiring action will have the red warning sign symbol:
**Timecard Order/Sorting:**

The list of employee timecards can be sorted in different ways by clicking on the column heading.

<table>
<thead>
<tr>
<th>Status</th>
<th>Assignment</th>
<th>Period Starting</th>
<th>Period Ending</th>
<th>Recorded Hours</th>
<th>Last Action Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Working</td>
<td>Rialto Dining Cook I</td>
<td>17-May-2020</td>
<td>23-May-2020</td>
<td>0</td>
<td>28-May-2020</td>
</tr>
</tbody>
</table>