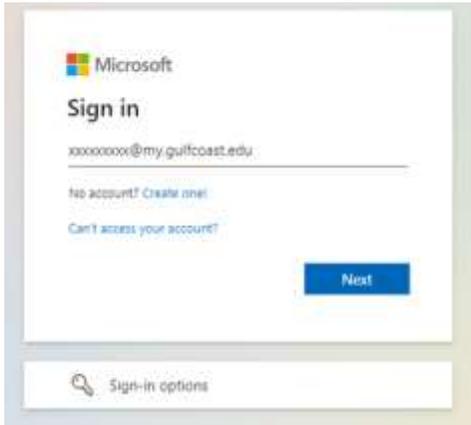


## STUDENT-EMPLOYMENT WEB TIME ENTRY INSTRUCTION

1. Visit <http://www.gulfcoast.edu/>
2. At the very top of the homepage, **click** the **MYGCSC** icon (<https://www.gulfcoast.edu/mygcsc>)
3. Login using your Student Email and password (Student email can be found on the acceptance email sent by Enrollment Services along with your Student ID):



4. Click the Student Dashboard application:



5. Click the “Student Employee Timesheet” link:

Hello [redacted]

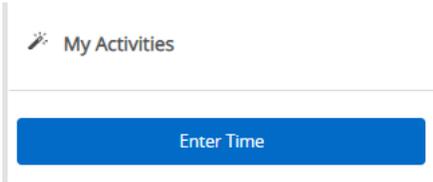
Welcome to Lighthouse and My Student Dashboard! Access your information from the links in **BOLD** below.

**ATTENTION: MYGCSC only supports Chrome, Edge, and Safari browsers. All other browsers are not supported and will not be able to open some of the links below.**

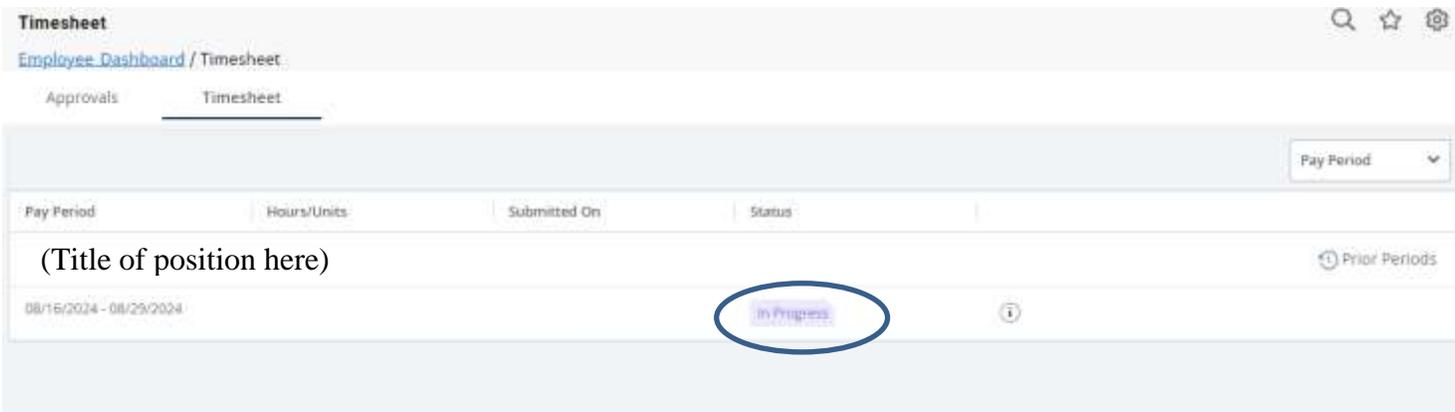
- **Student Profile**  
See your academic records, contact information, degree, and courses in which you are currently registered.
- **Registration Information**
- **MyGCSC Registration**  
Search for classes, register, and add or drop classes.
- **Check/Pay My Bill**
- **Financial Aid**  
Learn more about your grants, scholarships, and loans.
- **Student Employment**  
Apply to work on campus or check your status as a student employee.
- **Student Employee Timesheet** ←
- **Final Exam Schedules**  
Find Final Exam schedules for the current and previous semesters.

# STUDENT-EMPLOYMENT WEB TIME ENTRY INSTRUCTION

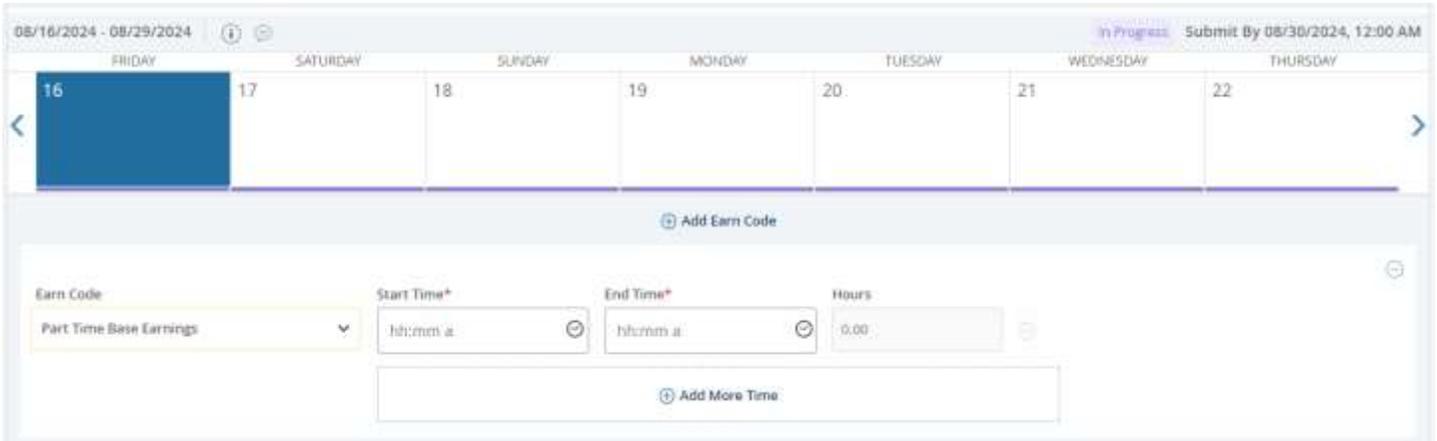
6. Click the “Enter Time” block:



7. Select “Start Timesheet” or “In Progress” indicator for the time-sheet you wish to enter/submit information for:



8. Enter hours worked under Start Time and End Time:



## STUDENT-EMPLOYMENT WEB TIME ENTRY INSTRUCTION

9. Type in the time or click the clock button to select the time you **started** working that day/date in the “Start Time” column. Make sure to select AM or PM:

The screenshot shows the 'Start Time\*' input field with a yellow highlight. The field contains the placeholder text 'hh:mm a' and a clock icon. To the right is the 'End Time\*' field with the same placeholder and icon, and the 'Hours' field with the value '0.00'. A dropdown menu is open below the 'Start Time' field, showing three options: '07 00 AM', '08 15 AM' (highlighted with a yellow border), and '09 30 PM'. An 'Add More Time' button with a plus icon is visible to the right of the dropdown.

10. Type in the time or click the clock button to select the time you **stopped** working that day/date in the “End Time” column. Make sure to select AM or PM:

The screenshot shows the 'End Time\*' input field with a yellow highlight. The field contains the placeholder text 'hh:mm a' and a clock icon. To the right is the 'Hours' field with the value '0.00'. A dropdown menu is open below the 'End Time' field, showing two options: '01 00 AM' (highlighted with a yellow border) and '02 15 PM'. At the bottom of the dropdown are two buttons: 'CANCEL' and 'SET'.

*Please note that you may only enter time in 15 minutes intervals.*

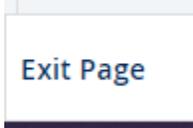
*Please remember to enter ‘Start Time’ and ‘End Time for any lunch breaks.*

## STUDENT-EMPLOYMENT WEB TIME ENTRY INSTRUCTION

11. Click the “Save” button:



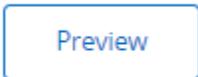
12. Click the “Exit Page” button at the bottom left:



13. Repeat steps 8 through 11 for each day/date that you worked in the payment period in question

14. Review all the hours you’ve entered for the payment period in question

15. Enter the timesheet you wish to submit. If you are satisfied that you’ve entered your hours correctly then click the “Preview” button



16. Then click the “Submit” button



***Please note that you can’t access a time sheet once you’ve submitted it for approval. You would need to contact your time sheet approver (i.e. supervisor) and ask them to return your time sheet to you in order to make any corrections after submission.***