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):
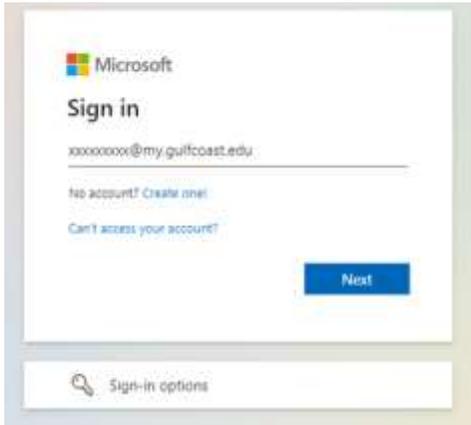
4. Click the Student Dashboard application:

5. Click the "Student Employee Timesheet" link:

6. Click the "Enter Time" block:
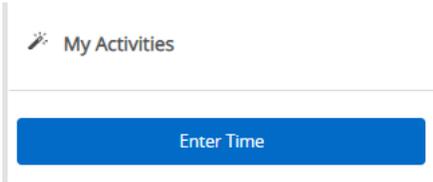
7. Select "Start Timesheet" or "In Progress" indicator for the time-sheet you wish to enter/submit information for:
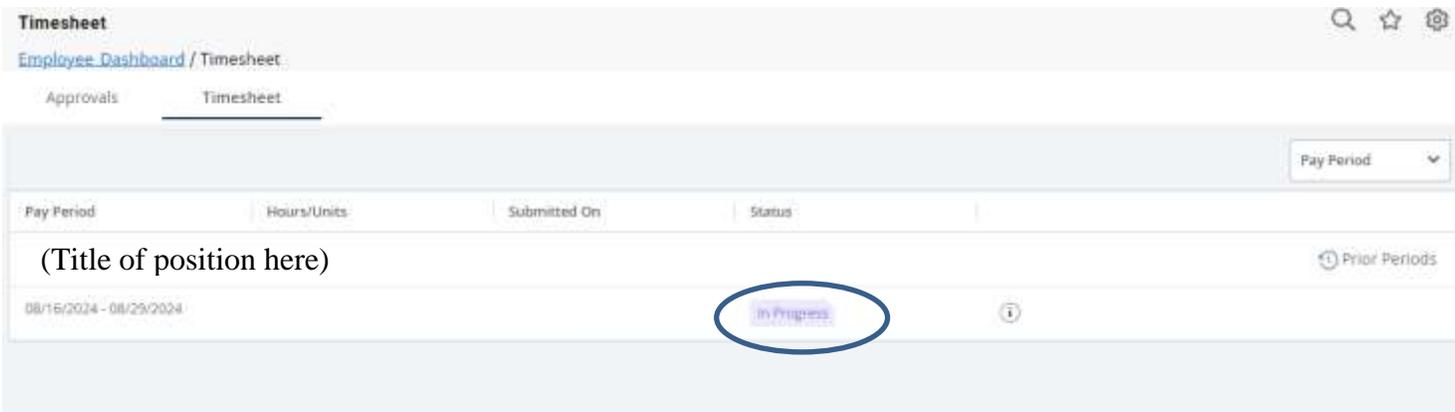
8. Enter hours worked under Start Time and End Time:

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:

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:

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.

11. Click the "Save" button:

12. Click the "Exit Page" button at the bottom left:
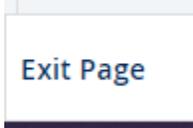
13. Repeat steps 8 through 11 for each day/date that you worked in the payment period in question

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
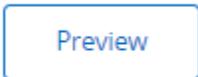
16. Then click the "Submit" button

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.