



## Student Timecard Entry Instructions

### HOW TO ENTER YOUR TIMECARD

- <https://thehub.hampshire.edu>
- Select **Log In** in the upper right hand corner of the screen. Enter your User ID and Password. (Contact the Hampshire College Help Desk at (413) 559-5418 if you can't remember your log in information).
- Select **Students** from the list on the right hand side of the screen; this will bring you to the Students Menu.
- Under the section labeled **Timecards** click on **Enter a Timecard**.
- Here you will see a list of current jobs you have. Check the box to the left of the job you want to enter time for and click **SUBMIT**.
- Enter your time in and out for each date that you worked. Enter the time followed by an "A" for A.M. or "P" for P.M. Two rows will appear for each day, however if you need an additional line(s), check the **Insert Line** box at the end of the row and click **SUBMIT** at the bottom of the screen. A new line will appear for the date selected. If you work a shift that crosses over two days (example: Thursday 11:00 p.m. – Friday 7:00 a.m.), you must enter your time as follows:

Thursday	11:30P – 12:00A
Friday	12:00A – 7:30A
- Once all of your time for the current pay period is entered scroll down to the bottom of the timecard page; there is a box below the timecard where you may enter comments to your supervisor, if needed, and then click **SUBMIT**. If you need to enter time for a prior pay period follow the directions below *before* you click **SUBMIT**.
- **Prior pay period adjustments** –Just below the current timecard check the box next to **Click here to adjust time from prior pay period** then click **SUBMIT**. Use one line for each adjustment that needs to be made unless the time worked crossed over the midnight hour, if this is the case you must enter the hours on the corresponding date as shown in the example above. First type the date you worked, if the hours have not ever been entered before skip the **Old Time In** and **Old Time Out** columns and enter your hours in the **New Time In** and **New Time Out** columns. Once you have entered in all of your adjustments or as many as will fit on the page (maximum of fourteen lines) click **SUBMIT**.
- Now you should see a summary page displaying all of the hours you entered for the current pay period under the header **Time Entered for Current Pay Period** and any hours you entered as an adjustment just below under the header **Corrections/Additions from Prior Pay Periods**.

**YOU ARE ALMOST DONE...**

- At the bottom of the summary page you have three choices under the **Select an option** drop down menu, select the appropriate option and click **SUBMIT**. The options are as follows:
  - **FINISHED entering time. Send to supervisor for approval.** This option means you have reviewed the summary page, all of the information is entered correctly and you are ready to send this to you supervisor for review. When you select this option you will no longer have access to your timecard for this pay period unless the timecard is rejected back to you by your supervisor **before the timecard deadline**.
  - **I need to go back and CORRECT some time listed above.** This option means you have reviewed the summary page and you need to go back and add/change/delete something right now. If you select this option and click **SUBMIT** you will return to the timecard entry screen for the current pay period. The hours you have entered for the current pay period and any adjustments will be maintained, so that you may add more time or change/delete time already entered. Please refer back to the timecard entry instructions above.
  - **Save my work and I will complete this timecard LATER.** This option means you have reviewed the summary page and you need to go back and add/change/delete something, but not right now. This will save the hours you have already entered and give you the opportunity to log in at a later date/time as long as it is still **before the timecard deadline**.

**\*\*\* YOU MUST CHOOSE THE OPTION FINISHED BEFORE THE TIMECARD DEADLINE \*\*\***

- If you selected either **FINISHED** or **LATER** from the drop down menu a **Confirmation** page will appear confirming your selection from the prior page. If you selected **CORRECT** you will be redirected back to the timecard entry screen. Remember if you selected the **LATER** option you will need to return and select the **FINISHED** option to submit your timecard **before the timecard deadline**.
- Click **OK** and you will return to the **Students** menu of TheHub.

### **Payroll Tips:**

- Don't save timecard entry until the last minute. Here is why...
  - If you enter your hours every couple of days and select **LATER** option from the drop down menu on the summary page, you will at least be paid for the approved hours you entered if you don't make it back into your timecard before the timecard deadline.
  - If your supervisor rejects your timecard and it is still before the timecard entry deadline you will have an opportunity to log in, make corrections and resubmit.
- Once you select **FINISHED** from the summary page options above you will no longer have access to the timecard.

- If the supervisor rejects your timecard, you will receive an email with a comment as to why your timecard has been rejected. When you receive this message go into your timecard as soon as possible, make the correction and resubmit before the timecard deadline.
- After you select the **FINISHED** option your supervisor will receive an email stating that your timecard is ready to be reviewed.

***Communication is an important part of the Time and Attendance System. Please contact the Payroll Office if you experience any problems with the electronic timecard system.***

Payroll Contact Information

Email: [payroll@hampshire.edu](mailto:payroll@hampshire.edu)

Student Employment  
Contact Information

Janel Johnson Phone: 413.559.5727

Email: [jjohnson@hampshire.edu](mailto:jjohnson@hampshire.edu)

***Did you know that you can have your paychecks directly deposited into your bank account?***

***DIRECT DEPOSIT is available for student payroll, just complete a Student Direct Deposit Form found on the Payroll and Student Employment websites and return it to the Payroll Office.***