

## **Web Time Entry for Students**

Log into Piper line.

Click on Employee Services

Click on Time Sheet

Enter time worked each day

Click Save and submit time sheet for approval only at the end of the pay period. You can only submit it once. Make sure to submit it in accordance with the pay schedule.

Enter your Piper line PIN as your electronic signature

The next day, go into your time sheet to make sure it was approved or to see if it was returned for correction. If it was returned for correction, correct the time sheet and resubmit it. Check again later to make sure it was approved. If not, ask your supervisor to approve it.

If the time period is missed and the payroll is closed, you will have to get a paper time card from the payroll office.

If you have questions, please contact Tiffany by phone at 651-523-2929 or email [tcarmony01@hamline.edu](mailto:tcarmony01@hamline.edu)