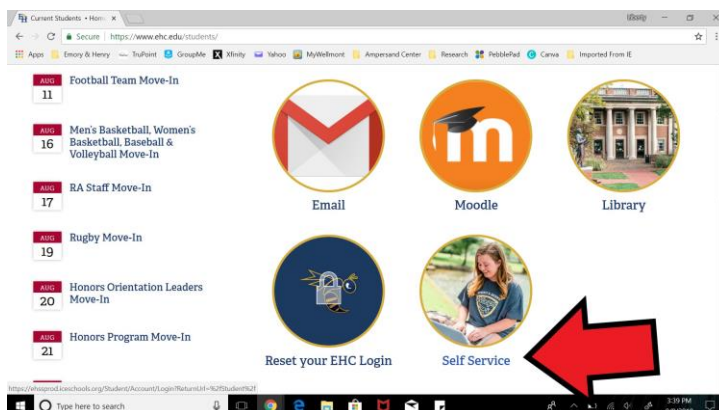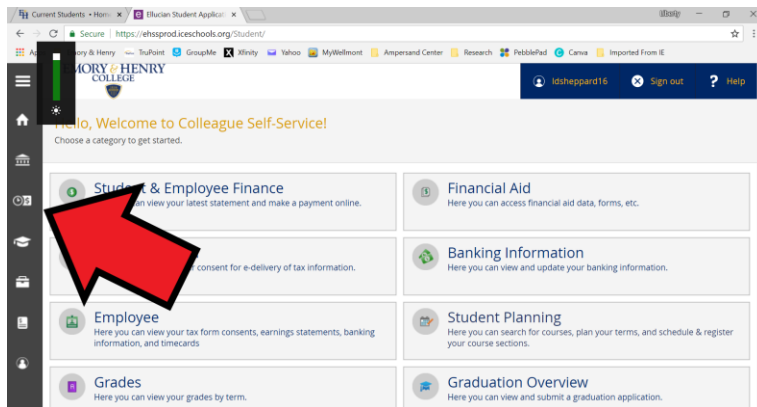**Go to the E&H website.**

Click on the INFORMATION FOR drop down menu and select Current Students.
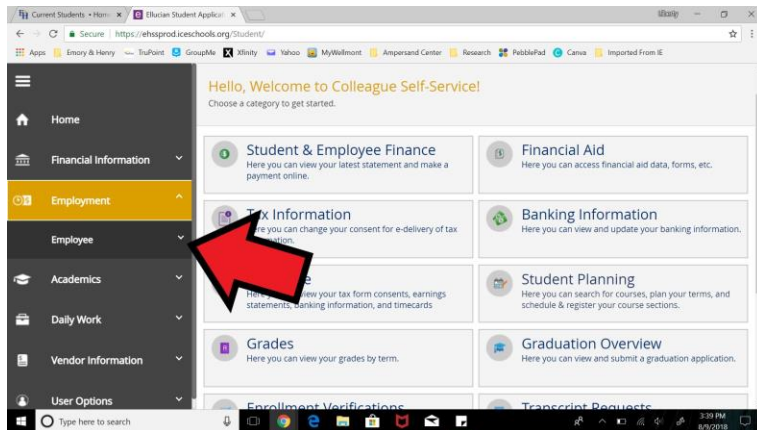

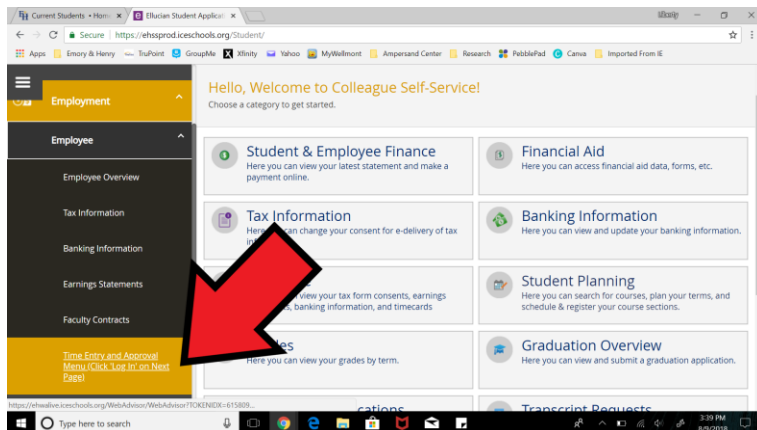**Click on Self Service and log in.**

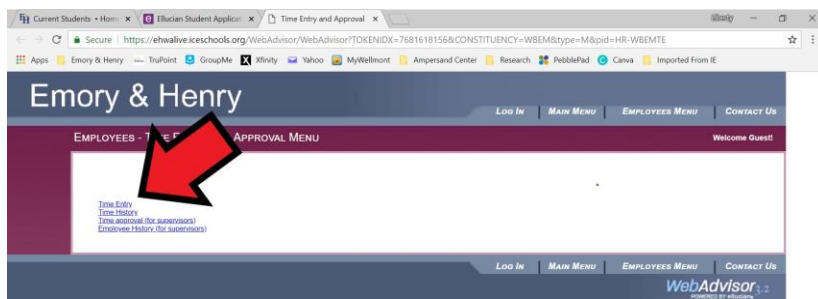## Click on the Employment icon.
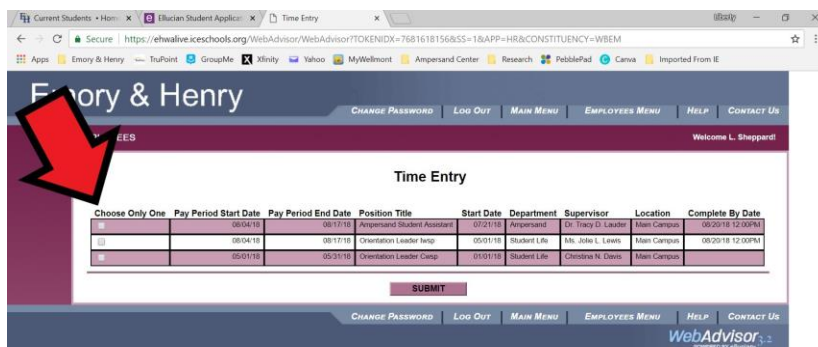

Click on Employee.

Click on Time Entry and Approval.

This will redirect you to *Web Advisor* where you will need to log in again with the same login and password that you used to log into the Self Service portal.
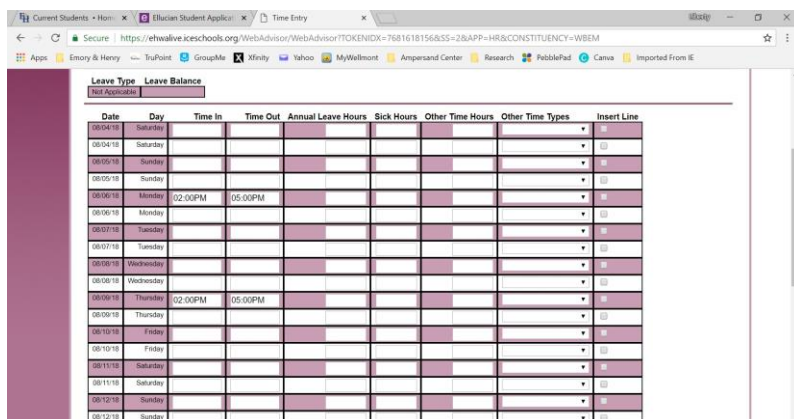

Once logged in, click on Time Entry.

Open the appropriate time card for the position you are reporting time for.

Enter time in and time out for each day worked. You must use AM or PM (example 12:00 PM).

To save your time entered, click the "SUBMIT" button at the bottom of the page. Please open and record time worked every day that you work.

To sign your time card and send to your supervisor for approval, check the box at the bottom of the page and then click submit.

If your time card is rejected by your supervisor you will receive an email. Make your corrections as soon as possible, electronically resign the card and send again to your supervisor. Please note, you will not be paid without your supervisor's approval.