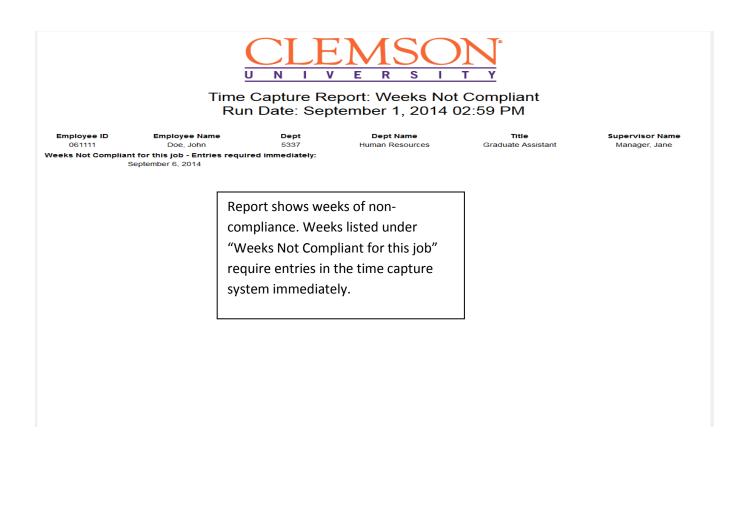
Before entering the time capture tracking system, please make sure that you are one of the individuals that need to track hours through this system.

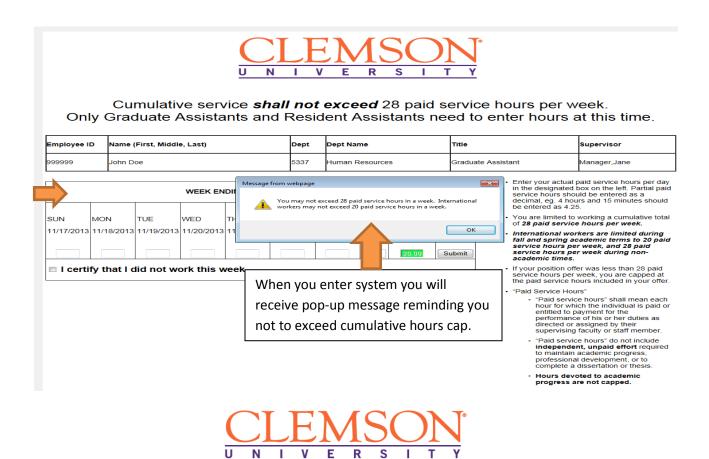
Who needs to enter hours in the system:

- Graduate Assistants (GA)
- Resident Assistants (RA)
- 1. Please click the link below or cut and paste hyperlink provided into your web browser. Please bookmark link below to add to your favorites.

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Cumulative service *shall not exceed* 28 paid service hours per week. Only Graduate Assistants and Resident Assistants need to enter hours at this time.

	Employee ID	Name (F					Dept	Dept Name			Title	Title		Supervisor
	999999	John Do					5337	Human F	Human Resources Gra			Graduate Assistant		Manager,Jane
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Time Capture Tracking System Instructions

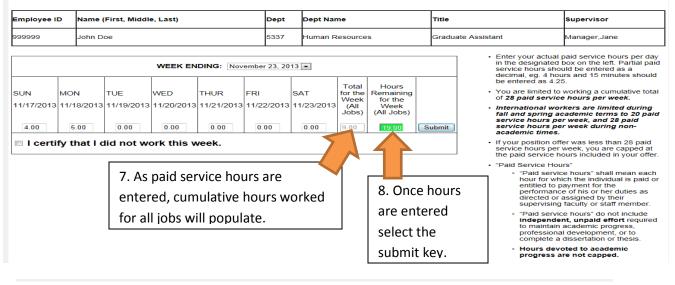


Cumulative service *shall not exceed* 28 paid service hours per week. Only Graduate Assistants and Resident Assistants need to enter hours at this time.

	Employee ID Name (First, Middle, Last)			ast)	Dept Dept N			ne Title					Supervisor	
	999999	John Do)e			5337	Human Resources				ate Assista	nt	Manager, Jane	
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	999999	John E			5337 Human Resources Graduate Message from webpage Image: Construction of the sources for further guidance. You entered a value which caused your total hours to exceed 28 for the week. Contact Human Resources for further guidance.							ssistant Manager, Jane Enter your actual paid service hours per da In the designated box on the left. Paralal paid decimal, eg. 4 hours and 15 minutes should		
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				C re	If you enter hours that exceed the cumulative total hours cap, you will receive a pop-up message to contact The Office of Human Resources.							the paid service hours included in your offe • "Paid Service hours" • "Paid service hours" shall mean each hour for which the individual is paid entitled to payment for the performance of his or her duties as directed or assigned by their supervising faculty or staff member. • "Paid service hours" do not include to maintain as ademic progress, professional development, or to complete a dissertation or thesis. • Hours devoted to academic progress are not capped.		



Cumulative service **shall not exceed** 28 paid service hours per week. Only Graduate Assistants and Resident Assistants need to enter hours at this time.





Cumulative service *shall not exceed* 28 paid service hours per week. Only Graduate Assistants and Resident Assistants need to enter hours at this time.

Employee ID Name (First, Middle, Last)						Dept	Dept Name	Title		Supervisor
999999 John Doe						5337	Human Resources	Graduate Assista	ant	Manager,Jane
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Time Capture Tracking System Instructions

