

How to Complete Your Federal Work Study Time Sheet

All timesheets must be submitted online via the Student Employment Website. Students are able to complete and submit their timesheets to their supervisors for review and approval. If no revision is needed, supervisors then submit approved timesheets for processing.

To complete your timesheet, follow the steps below:

1. Access "[My Timesheets](#)"
2. Log in using your Lehman 360 credentials
3. Click the "Title" of your position then look for the correct pay period and click "Start Time Sheet" for that pay period
4. Click "Add New Entry" and select the date and times you worked
5. Continue step 6 until you have completed your entire time sheet for the pay period
6. Review the information you entered
7. Click "Submit time sheet"

Important:

Timesheets should only be submitted if you:

1. Have received a hire approval from FWS, are actively working, have a remaining FWS award, are registered for 6 credits or more, and are in good academic standing.
 - a. If you fall below 6 credits, you are no longer eligible to participate in the FWS program and must stop working immediately and inform your supervisor and the FWS office.
2. Submit your time sheet ON TIME as outlined on the FWS Payroll Calendar, **which can be viewed on the Student Employment Website.**
 - a. If you do not complete your timesheet on time, you must speak directly with your supervisor so that they complete it for you. If your supervisor approves your timesheet late, it will be processed during the next pay cycle.
 - b. You **MUST** take at least a 30-minute break if you are working more than 6 consecutive hours.
3. If any corrections are needed on your timesheet after you submitted it to your supervisor, please contact your supervisor as they will need to make the correction for you.
4. If your timesheet is rejected by the FWS office, only your supervisor will have the ability to correct it. They must submit the corrected timesheet by the deadline indicated on the payroll calendar in order for it to be paid on time. Corrected timesheets received after the deadline will be processed during the next pay cycle.
5. Late timesheets will be processed during the next pay cycle. If you have any questions, please feel free to email fedwork.study@lehman.cuny.edu.