

## **Time Sheet Step by Step Guide:**

1. Keep track of the hours you work every month.
2. Download your time sheet excel doc from the “Business Office” section of the my.coe student page. (These docs work best on Coe computers and PCs with the same version of Microsoft Office. Some mac users have trouble with the formatting.)
3. Select the correct month at the bottom of the excel document – each month is a separate tab on the doc.
4. Type in your name and your ID number at the top of the page.
5. Type in all your hours in this format – 4:00 PM or 11:00 AM
6. Type in the Organization/Company name on the “Agency” line.
7. Print the time sheet with the hours already typed in.
8. Sign the time sheet.
9. Have your supervisor sign the time sheet.
10. Turn in the time sheet to the Office of Community Engagement in Upper Gage by noon on the date at the bottom of the time sheet.\*
11. Repeat steps for every month that you work.

\* If you hand in your time sheet late, you will not get paid until the following month.

**PLEASE NOTE:** Any time sheets with times written or corrected in pen/pencil will not be accepted by the business office.