

# Part Time Employee/Student Worker

## Detail Time Entry- Web Time Entry

- Go to Del Mar Web Site and click on LINK
- Click on "Web Time Entry"
- Click on [Log In] Tab Log in –
  - Using E-mail ID and Password
- Click on "Employees" Link
- Click on **Time Entry**
- Check Box for Pay Period and Click [Submit]
- Enter time for each day worked
  - Time in and Time out
  - May be entered Daily, Weekly, or at end of each pay period.
- Click [Submit]
- At end of Pay Period go back into time sheet
  - Review and Verify all time
- Check the Signature Box at the end at the bottom
  - Once the box is check and time submitted, can not go back into time sheet.
- Click [Submit]
- Click [OK]
- Log Out