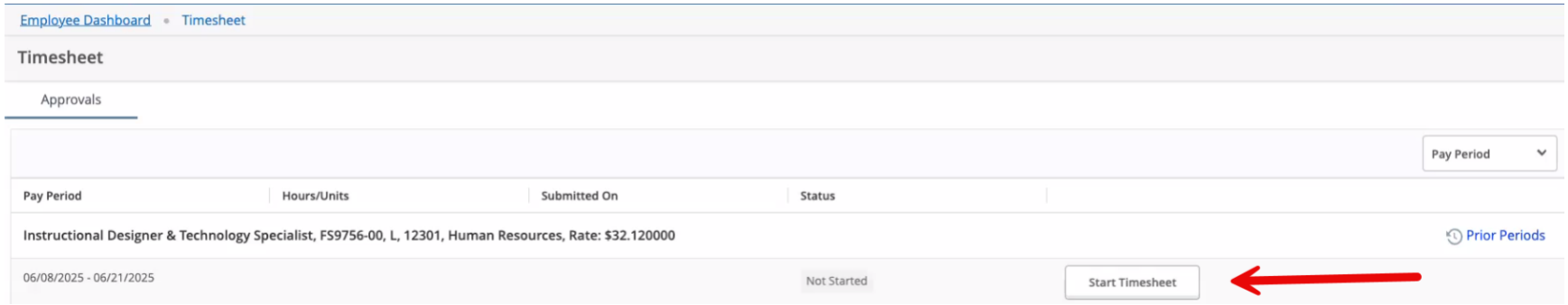
Timesheet Instructions

Self Service Banner 9

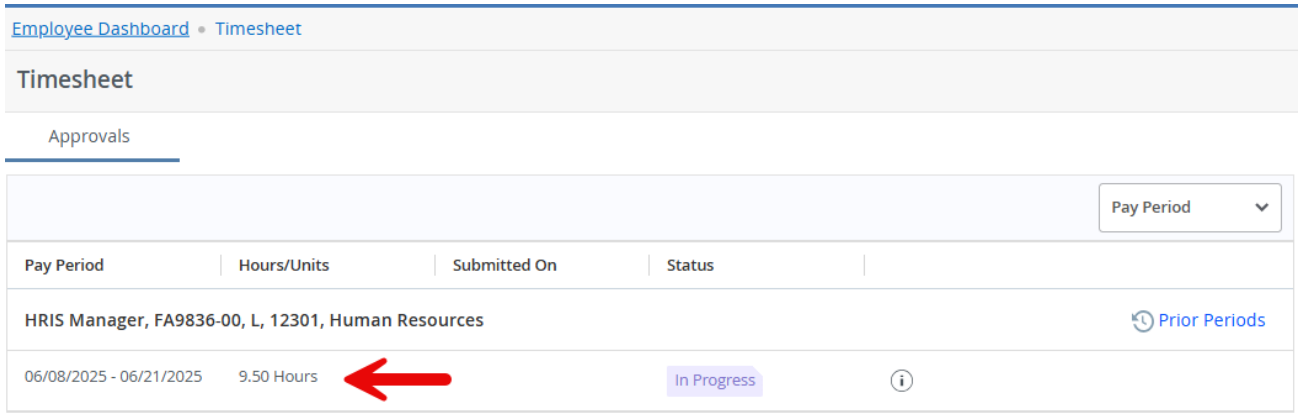
1. Click on the following link:
   https://starnetb.lcc.edu/EmployeeSelfService/ssb/timeEntry#/teApp/timesheet/dashboard/payperiod

2. If needed log in to Self Service.
3. Start Timesheet
   a. If you have not started your timesheet, then you should see an option to **Start Timesheet**.

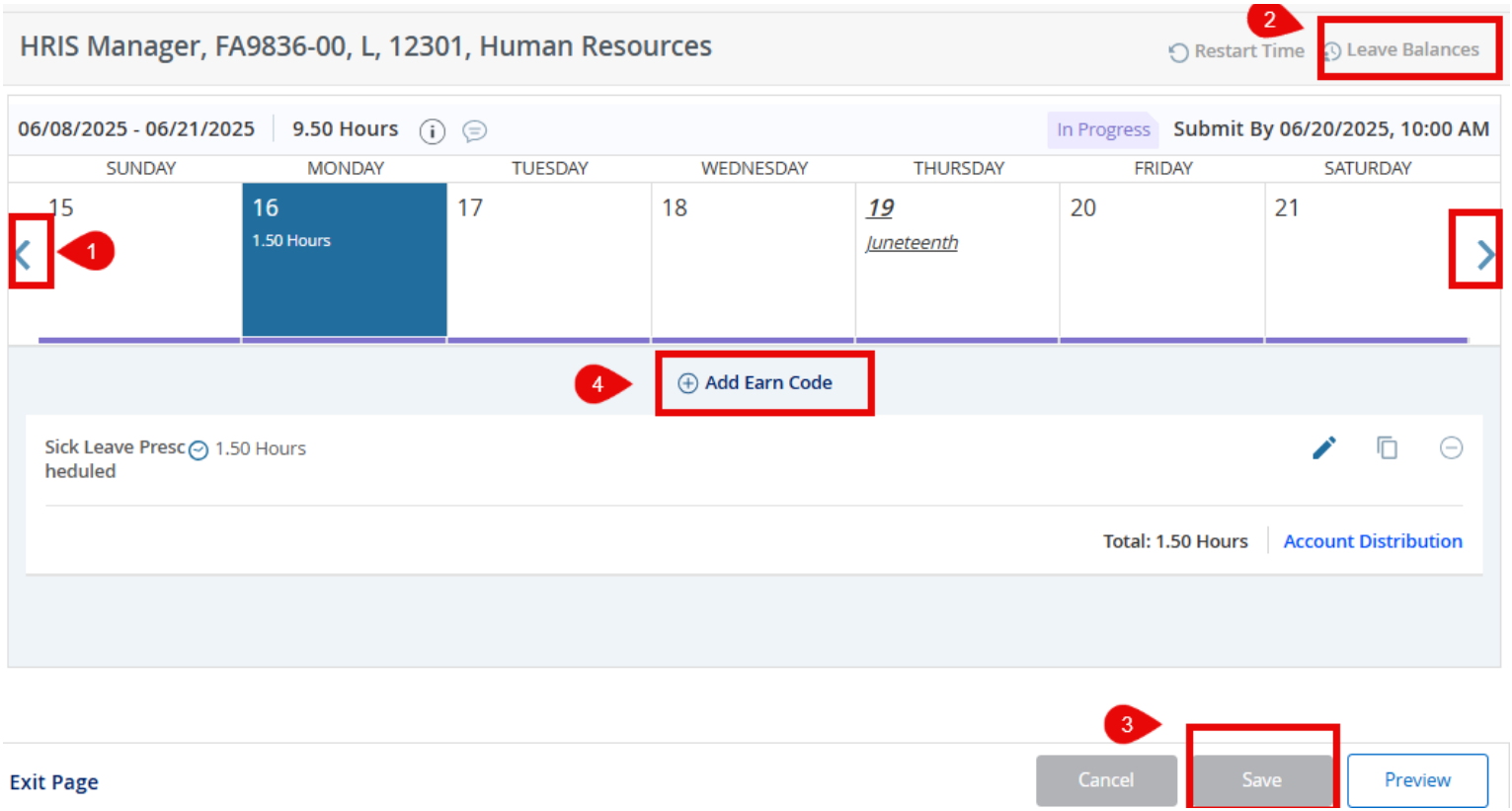
Self Service Banner 9



b. If your timesheet is started, then click on the timesheet that is **In Progress** to edit.



4. Once started or selected you will see your timesheet in weekly calendar view.
    1. There are arrows to scroll left and right
    2. There is an option to view your leave balance
    3. You can save your changes at the bottom of the page
    4. To add hours, click on the date and select **<u>Add Earn Code</u>**.
        - A dropdown will display to select the proper earn code. Select the earn code
        - The hours field will display to enter the hours. Enter your hours



5. After you save the hours for that day, an edit and copy icon will display on the row. You can use the copy icon to copy your hours to the other days in the pay period. You can choose to **Copy to the end of the pay period** or click on each day on the calendar in the pop-up window, that you would like to copy the hours to. Click **Save** to complete the copy.

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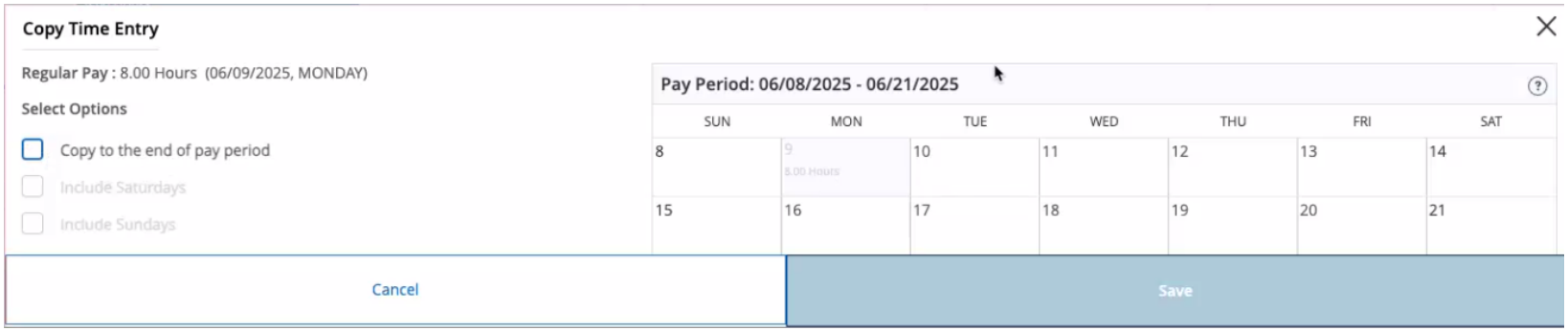
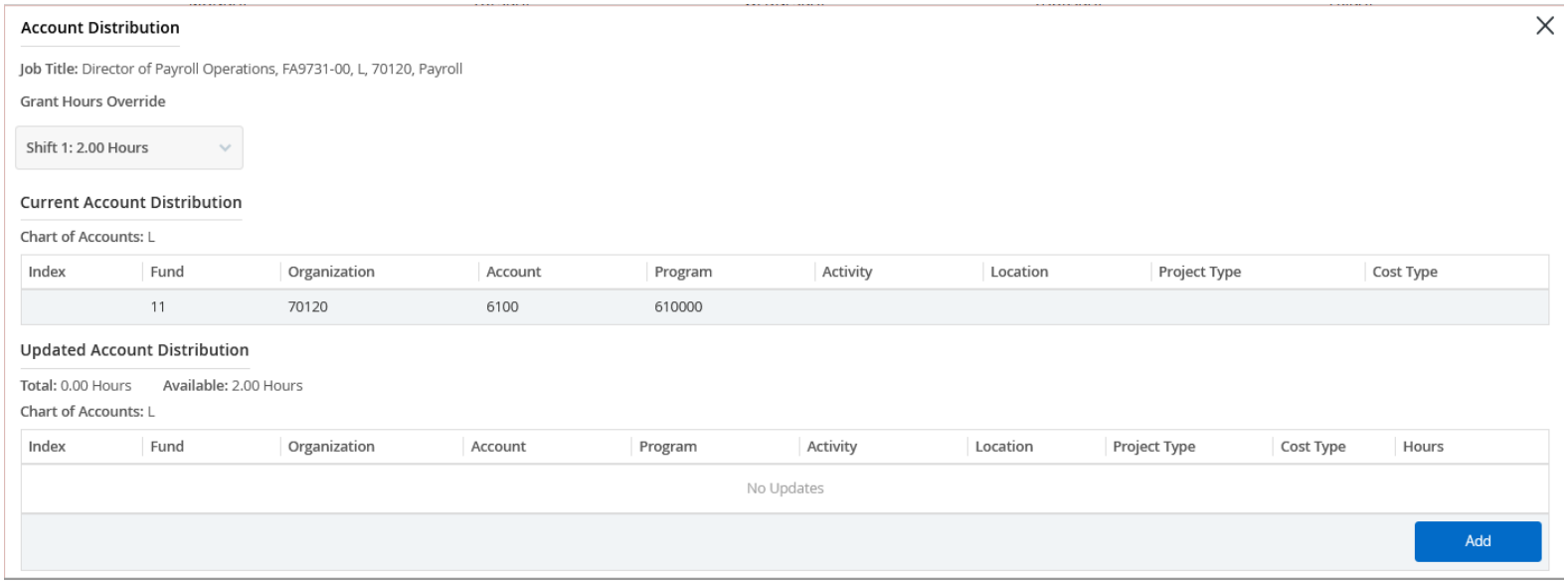
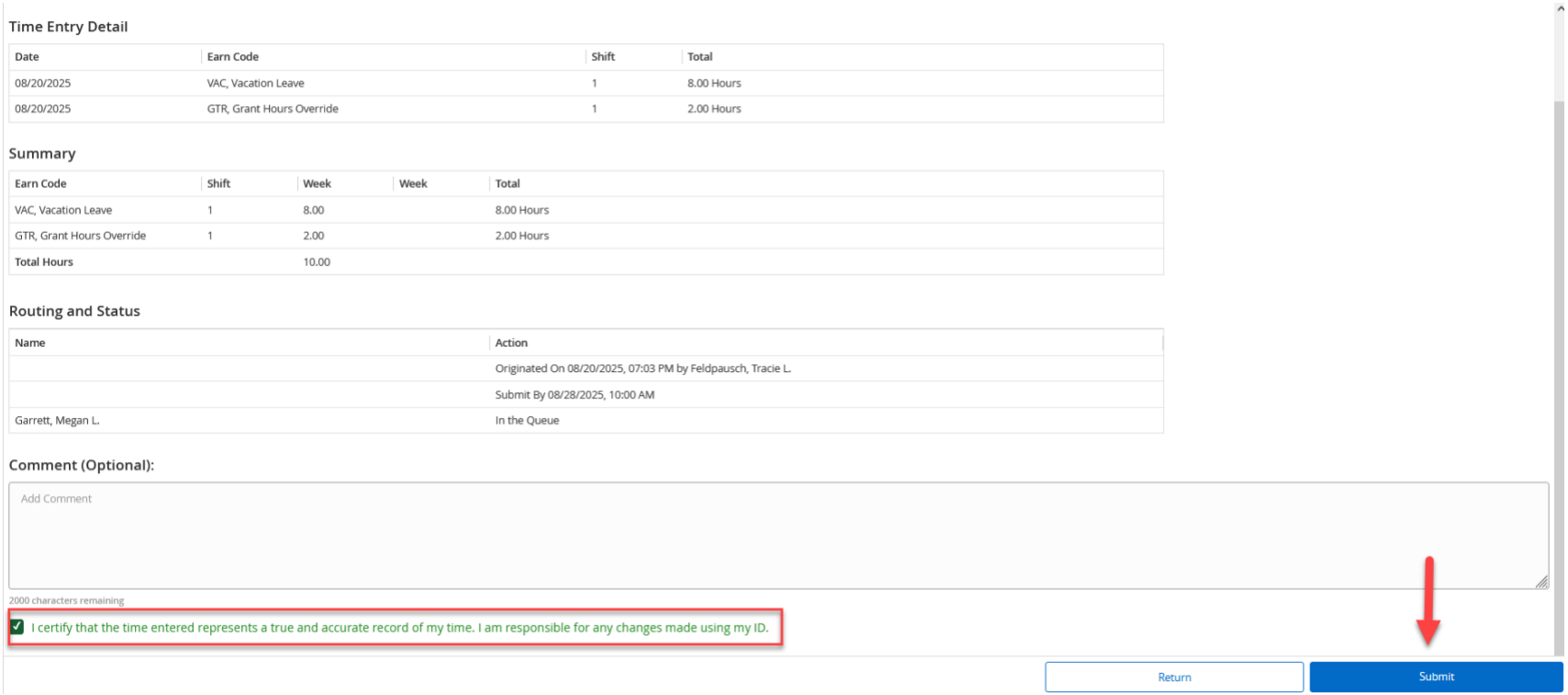


6. To add an Account Distribution override, click the Account Distribution link. A box will open displaying the current distribution. Click **Add** to enter the FOAPAL information and number of hours to override. Click **Save** once all information has been entered.



7. When your timesheet is complete, and you are ready to submit it, click **Save** to save all updates or changes. Then click **Preview.**
8. The preview page will display your timesheet as entered with hours and earn codes selected. Check the box next to "I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID." Click **Submit** on this page to submit your timesheet



Time Entry Detail

Date	Earn Code	Shift	Total
08/20/2025	VAC, Vacation Leave	1	8.00 Hours
08/20/2025	GTR, Grant Hours Override	1	2.00 Hours

Summary

Earn Code	Shift	Week	Week	Total
VAC, Vacation Leave	1	8.00		8.00 Hours
GTR, Grant Hours Override	1	2.00		2.00 Hours
Total Hours		10.00		

Routing and Status

Name	Action
	Originated On 08/20/2025, 07:03 PM by Feldpausch, Tracie L.
	Submit By 08/28/2025, 10:00 AM
Garrett, Megan L.	In the Queue

Comment (Optional):

Add Comment

2000 characters remaining

I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return

Submit