

## STUDENT-EMPLOYMENT WEB TIME ENTRY INSTRUCTION

1. Visit <http://www.gulfcoast.edu/>
2. Click the **myGCSC** (<https://mygcsc.gulfcoast.edu/SSO>) link
3. Login using your user ID (A#) and password:

MYGCSC LOGIN

User ID (students use Axxxxxxx)  
A00

Password

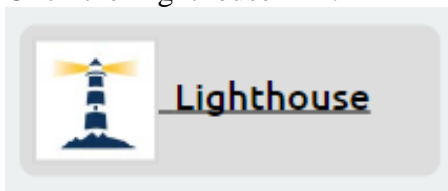
Student User ID Lookup

Login Change Password User Self Service

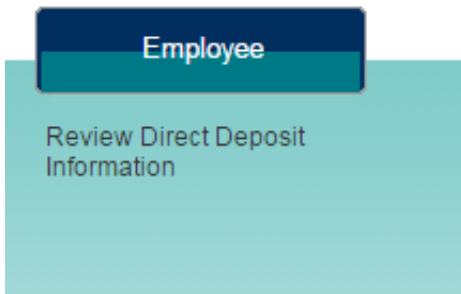
Instructions

- New students: click "User Self Service"
- Forgotten password: click "User Self Service"
- Unlock user account: click "User Self Service"
- Change password: click "Change Password"

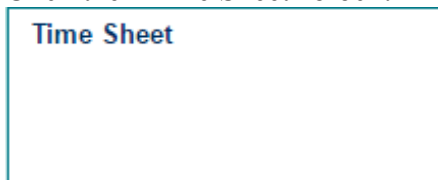
4. Click the Lighthouse link:



5. Click the employee tab:



6. Click the "Time Sheet" block:



7. Select “Title and Department” indicator for the time-sheet you wish to enter/submit information for:

The screenshot shows the Lighthouse website interface. At the top is the Lighthouse logo. Below it are navigation tabs: Personal Information, Student, Financial Aid, and Employee (which is highlighted). The main heading is "Time Sheet Selection" with a breadcrumb "Home > Time Sheet Selection". A message box says: "Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet." Below this is a table with three columns: "Title and Department", "My Choice", and "Pay Period and Status".

Title and Department	My Choice	Pay Period and Status
Lifeguard, Z99998-00 Natatorium, 114087	<input checked="" type="radio"/>	Jul 01, 2016 to Jul 14, 2016 Pending ▼
Lifeguard Therapy Pool, Z99980-20 Natatorium, 114087	<input type="radio"/>	Jul 01, 2016 to Jul 14, 2016 In Progress ▼
Lifeguard ATR, Z99981-10 Natatorium, 114087	<input type="radio"/>	Jul 01, 2016 to Jul 14, 2016 In Progress ▼

Below the table is a "Time Sheet" button. At the bottom of the page, it says "© 2016 Ellucian Company L.P. and its affiliates."

8. Click the “Time Sheet” button:



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9. Click the “Enter Hours” link under a day/date:

<b>Saturday</b> <b>Jul 02, 2016</b>
<a href="#">Enter Hours</a>
0
0

10. Type in the time you **started** working that day/date in the “Time In” column:

<b>Date:</b>	
<b>Earnings Code:</b>	
<b>Shift</b>	<b>Time In</b>
1	

11. Select “AM” or “PM” from the drop-down menu:

<b>Date:</b>	Saturda
<b>Earnings Code:</b>	Part Tim
<b>Shift</b>	<b>Time In</b>
1	08:00 AM ▼
1	AM
1	PM

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12. Type in the time you **stopped** working that day/date in the “Time Out” column:

Date: Saturday, Jul 02, 2016  
Earnings Code: Part Time Base Earnings

Shift	Time In	Time Out
1	08:00 AM ▼	

13. Select “AM” or “PM” from the drop-down menu:

Date: Saturday, Jul 02, 2016  
Earnings Code: Part Time Base Earnings

Shift	Time In	Time Out
1	08:00 AM ▼	11:00 AM ▼
1		AM

*Please note that you may only enter time in 15 minutes intervals.*

*Please remember to enter ‘Time In’ and ‘Time Out’ for any lunch breaks.*

14. Click the “Save” button:



15. Click the “Time Sheet” button:



16. Repeat steps 11 through 17 for each day/date that you worked in the payment period in question

17. Review all the hours you’ve entered for the payment period in question

18. If you are satisfied that you’ve entered your hours correctly then click the “Submit for Approval” button



*Please note that you can’t access a time sheet once you’ve submitted it for approval. You would need to contact your time sheet approver (i.e. supervisor) and ask them to return your time sheet to you in order to make any corrections after submission.*