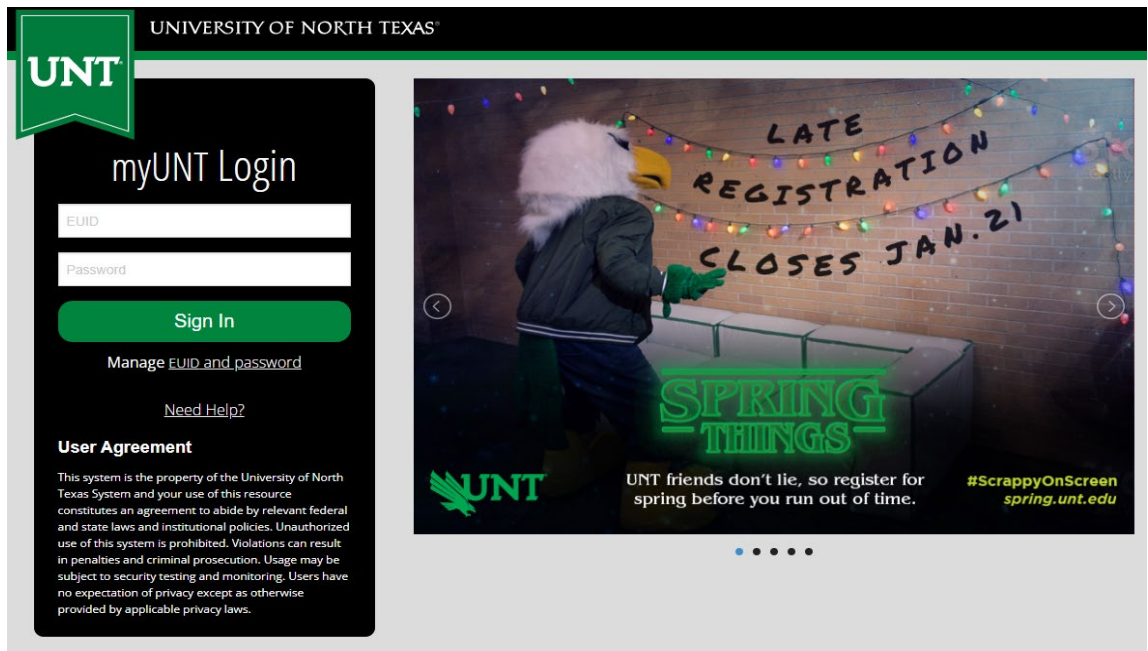
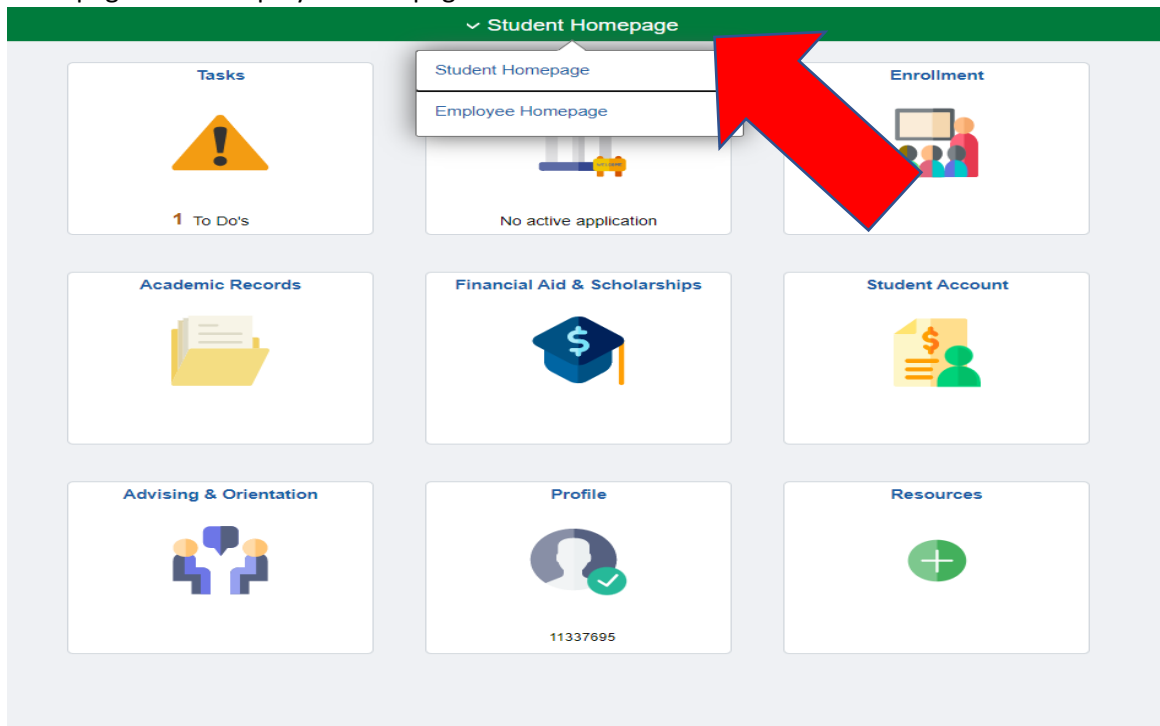


How to Clock in As A Student

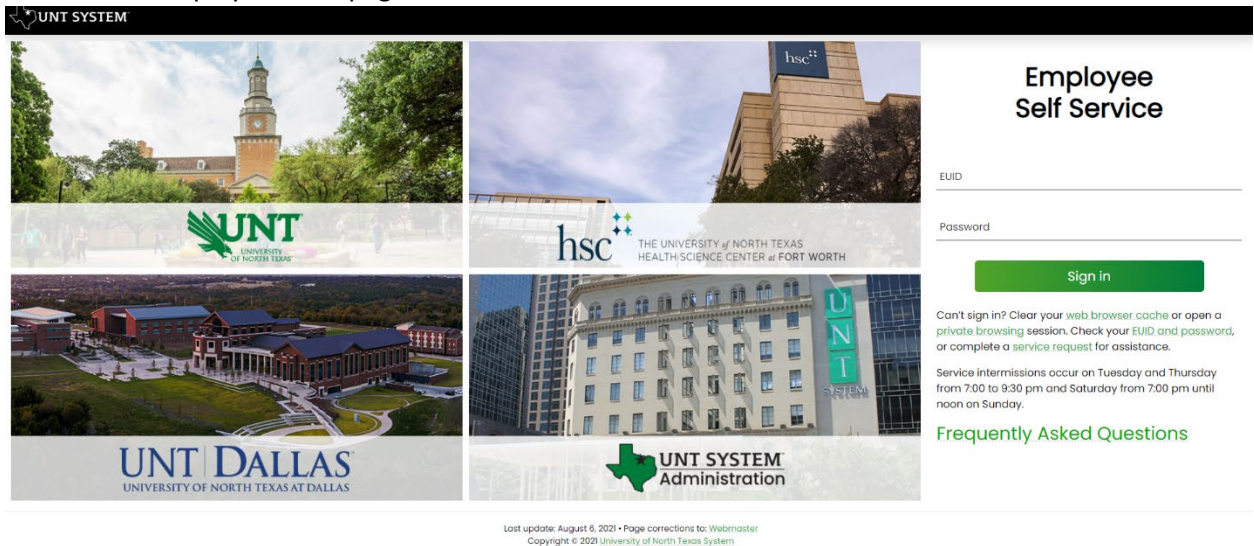
1. Log into <https://my.unt.edu/ps/ps/?cmd=login&languageCd=ENG&> with your EUID and Password



2. At the top of the student homepage, there is a tab where you switch from the student homepage to the employee homepage.



3. You will be directed to the employee login page where you enter your EUID and Password again to enter the employee homepage.



The login page features a header with the UNT SYSTEM logo. Below it is a grid of four images: a clock tower, the hsc logo, an aerial view of UNT Dallas, and the UNT SYSTEM Administration logo. To the right, the 'Employee Self Service' title is followed by input fields for 'EUID' and 'Password', and a green 'Sign in' button. Below the button, there is a link for 'Can't sign in?' and a 'Frequently Asked Questions' link. At the bottom, a small footer contains update and copyright information.

UNT SYSTEM

Employee Self Service

EUID

Password

Sign in

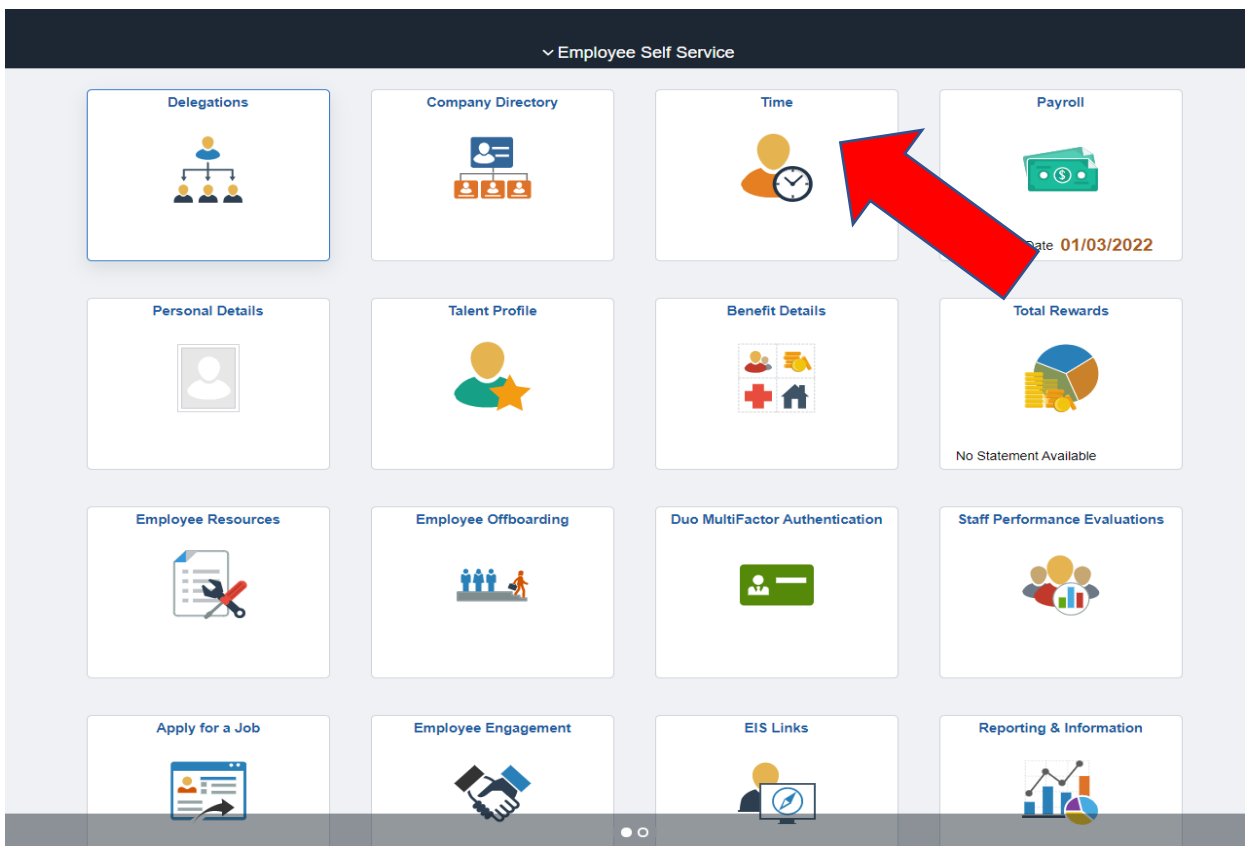
Can't sign in? Clear your web browser cache or open a private browsing session. Check your EUID and password, or complete a service request for assistance.

Service interruptions occur on Tuesday and Thursday from 7:00 to 9:30 pm and Saturday from 7:00 pm until noon on Sunday.

Frequently Asked Questions

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4. At the employee homepage, there will be a “Time” tab where students enter their working hours.



5. After clicking on the “Time” tab, there is a “Enter Time” tab.


Time

Enter Time
01/16/22 - 01/31/22
Reported 0.0

Time Summary
01/16/22 - 01/31/22
No Time Reported

Exceptions
0








Weekly Time
01/16/22 - 01/22/22
Reported 0.0

Weekly Time Summary








Temp Time
0.0
Balance Hours

6. The student will enter the correct amount of working hours in the appropriate day as well as when they are working and click the “Submit” box found on the right side of the page

[View Legend](#)

Day Summary	In	Out	Time Reporting Code	Quantity	Time Details	Comments
16 Sunday Jan Reported 0.0	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
17 Monday Jan Reported 0.0	<input type="text" value="8:00AM"/>	<input type="text" value="3:00PM"/>	<input type="text" value="RHW - Regular Hourly Wages"/>	<input type="text"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
18 Tuesday Jan Reported 3.0 	<input type="text" value="2:00PM"/>	<input type="text" value="5:00PM"/>	<input type="text" value="RHW - Regular Hourly Wages"/>	<input type="text"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
19 Wednesday Jan Reported 0.0	<input type="text" value="10:00AM"/>	<input type="text" value="4:00PM"/>	<input type="text" value="RHW - Regular Hourly Wages"/>	<input type="text"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
20 Thursday Jan Reported 0.0	<input type="text" value="9:00AM"/>	<input type="text" value="5:00PM"/>	<input type="text" value="RHW - Regular Hourly Wages"/>	<input type="text"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>
21 Friday Jan Reported 0.0	<input type="text" value="11:00AM"/>	<input type="text" value="3:00AM"/>	<input type="text" value="RHW - Regular Hourly Wages"/>	<input type="text"/>		<input type="text"/> <input type="button" value="+"/> <input type="button" value="-"/>

7. The student will then certify that the time they have entered is correct by clicking the “OK” button.

	In	Out	Time Reporting Code	Quantity	Time Details	Comments
▼	<input type="text"/>	<input type="text"/>				
▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
▼	<input type="text" value="2:00PM"/>	<input type="text" value="5:00PM"/>	<input type="text" value="RHW - Regular Hourly Wages"/>	<input type="text"/>		

Certification of Accurate Reported Time submitted by Employee
I certify that the time I have entered and submitted is correct.

OK