How To Do Your Timesheet

1. Log on to your “MyPoint”
2. Click on the Finances tab
3. Under the *Student Jobs and Opportunities* section, click “My UW System”
4. Click on UW-Stevens Point and continue
5. Log in to your account using your UWSP Login ID and password
6. Click on “Timesheet”
	1. You may have to log in yet again
7. If you have multiple jobs listed, click on the appropriate job for the shift you are entering
8. Filling out the time sheet:
	1. Always remember: First in, Last out if you are working one shift with no breaks
		1. Example:



* + 1. If you are working multiple shifts in one day
			1. Example:



* 1. If you are working a late night shift:
		1. If the time changes from PM to AM, enter your punch out time for the “Last Out” for the next day, unless you are working another shift
			1. Example (not working another shift that day):



* + - 1. Example (working another shift):



* + - 1. Example (working multiple shifts with an overnight shift):

