

Dear Work-Study Student,

Please follow the instructions below to complete your monthly Work-Study Timesheet accurately. Make sure you understand these instructions fully before getting started.

Getting Started

- Login to your My Holmes portal
- Navigate to Financial Aid Tasks/Dynamic Forms box
- Click on My Forms/Portal on the top right
- Click on “Holmes Community College – Financial Aid Verification dropdown
- From this selection chose **Work Study Timesheet**
- Enter required information in the top section including your supervisor’s email.
- Record each day you work by entering the **month, date, hours worked, and your initials** for each entry. **Be careful and make sure you put the correct am or pm on the time and the hours calculated for the day are a positive number.**

Saving Your Progress

You do **not** have to complete your timesheet all at once. After entering your hours, click **Save Progress** at the bottom of the form and **log out**. Your information will be saved so you can continue adding hours throughout the month. **(DO NOT SIGN OR SUBMIT FORM UNTIL ALL HOURS FOR THE MONTH HAVE BEEN ENTERED).**

Adding More Hours

When you are ready to enter additional work hours:

1. Log back into the portal.
2. Navigate to **My Forms/Portal**.
3. Locate your timesheet listed as a **Draft** task.
4. Under **Action**, click **Complete Form**.
5. Enter your additional work hours.
6. Click **Save** again if you are not finished entering all of your hours for the month.

Submitting Your Timesheet

Once you have entered **all** of your work hours for the month, click **Sign Form and Submit Form**. *All timesheets are due to be completed by student and supervisor by the 25th of each month. The last week of the month can be estimated of time scheduled to work. If not submitted by the deadline the timesheet will be added to the next months payroll.*

Important: Do **not** click **Sign Form** or **Submit Form** until you have entered **all** of your hours for the month. Selecting **Sign Form** or **Submit Form** submits your timesheet to your supervisor for approval, and you will no longer be able to add additional hours.

If you have any questions or experience any issues while completing your timesheet, please contact the Financial Aid Office for assistance.