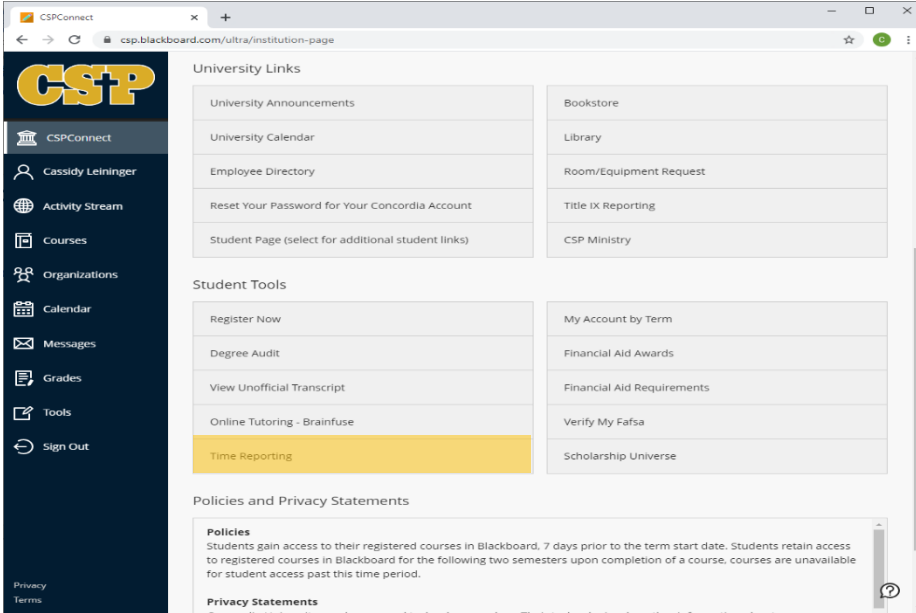


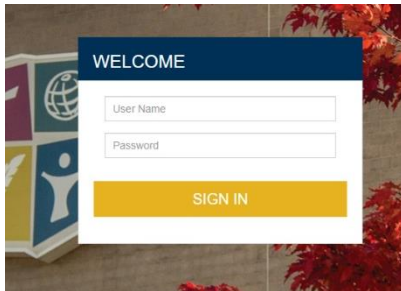
CONCORDIA ST. PAUL UNIVERSITY SUBMITTING YOUR TIMECARD



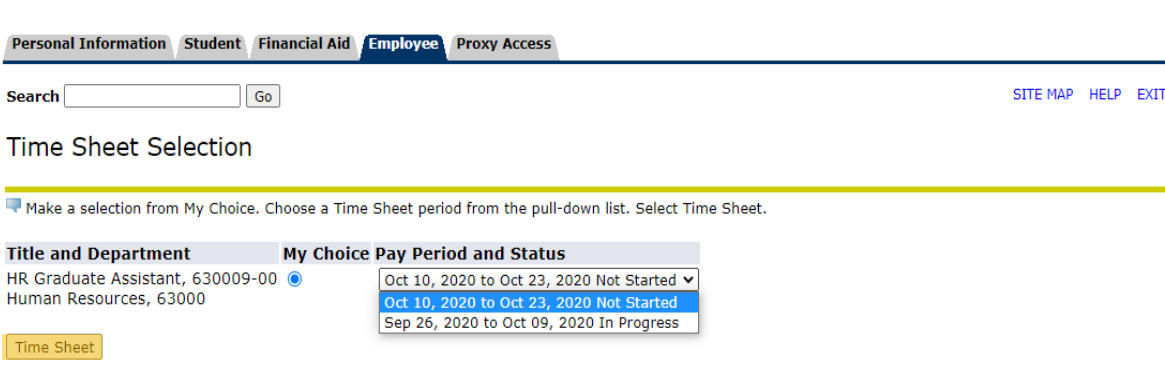
Go to: <https://csp.blackboard.com>

Log in to Blackboard using student credentials

Then, scroll down and click on the Time Reporting link.



As part of our dual authentication for security purposes, enter your University credentials again and click Sign In.



Select the appropriate date range from the pull-down menu and click the Time Sheet button.

Time and Leave Reporting

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

** Account Distribution adjusted on this day.

Time Sheet

Title and Number: HR Graduate Assistant -- 630009-00
Department and Number: Human Resources -- 63000
Time Sheet Period: Oct 10, 2020 to Oct 23, 2020
Submit By Date: Oct 23, 2020 by 11:58 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Oct 10, 2020	Sunday Oct 11, 2020	Monday Oct 12, 2020	Tuesday Oct 13, 2020	Wednesday Oct 14, 2020	Thursday Oct 15, 2020	Friday Oct 16, 2020
Student Earnings	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Earned Sick and Safe Time	1		0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			0	0	0	0	0	0	0	0	0
Total Units:			0	0	0	0	0	0	0	0	0

[Position Selection](#) | [Comments](#) | [Preview](#) | [Submit for Approval](#) | [Restart](#) | [Next](#)

Submitted for Approval By:
Approved By:

Enter any hours worked as well as any hours taken as ESSC into the Earned Sick and Safe category by clicking on the Enter Hours blue link under the appropriate date.

Be sure to click Next to get to the following week for submission.

When complete, hit Submit for Approval.

[Personal Information](#) | [Student](#) | [Financial Aid](#) | [Employee](#) | [Proxy Access](#)

Search [Go](#)

[SITE MAP](#) | [HELP](#)

Certification

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 and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN:

[Submit](#)

RELEASE: 8.12.1.5

© 2017 Ellucian Company L.P. and its affiliates.

Finally, enter your pin (Human Resources provided this to you via email) and click Submit.

Submitted for Approval By:

You on May 08, 2020

Approved By:

Waiting for Approval From:

Eric LaMott

Double-check to make sure that your record reflects as submitted before logging off. You are done!