


7 Easy Steps for Time Entry in GaelXpress

1. Log on to My Saint Mary's and access your **GaelXpress** Account.
<https://my.stmarys-ca.edu>
2. Select the **Time Entry** link.
Under Employee Profile section (*or Time Entry and Approval for Staff*)
3. Select box for appropriate **Pay period** (*and Position if you have more than one*) and hit **SUBMIT**.
4. Enter your **Time In** and **Time Out** of hours worked on the line for the day you are recording.
 - **Be sure to use AM and PM.** If you had a **lunch break**, enter Time Out for lunch and Time In after lunch on line two.
 - If you came and left more than twice, select "Insert line" on the right of the day and hit SAVE to refresh your screen.
 - **SICK LEAVE** – If you had eligible sick leave during the pay period, enter the **total hours** (*not in/out time*) in the "SICK HOURS" column on the appropriate day. [Link to example](#)
For more information about Sick Leave, please visit Human Resources page:
<http://www.stmarys-ca.edu/human-resources/benefits/time-off/sick-leave>
5. Each time you are done updating your hours, **hit SAVE to keep the timesheet changes.**
6. At the **end of the pay period**, check the box for electronic signature at the bottom of the screen and hit save. This will **send your timesheet on to your supervisor for approval.**

Checking this box becomes your electronic signature acknowledging your submitted time as accurate and ready for supervisor approval 

7. **Watch your email** to be sure that your supervisor approves your timesheet. It is your responsibility to be sure your timesheet is approved on the Monday following the pay period end date.