Time Entry for Students

1. My BOISESTATE
2. FACULTY/STAFF SIGN IN
3. PEOPLESOFT
4. Human Resources
5. Time Reporting
6. Timesheet
7. If multiple jobs, click on one to enter hours worked
8. Check dates, click Previous Time Period if necessary
9. Enter hours worked and select drop down for TRC RST Student Hourly
10. Submit

‘Click’ for Direct Deposit, view your paycheck, and more!