Time Entry for Students

1. My BOISESTATE Log in

2. FACULTY/STAFF SIGN IN

3. PEOPLESOF

4. Human Resources

5. Time Reporting Report Time

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!