Student Timesheet Instructions

Getting a Timesheet

1. Go to [http://business.oregonstate.edu](http://business.oregonstate.edu)
2. Click the My COB link – mid right of page
3. Select Student Hourly Timesheet under the heading: Student Links
4. Choose the Open option when prompted

![Image of file download window]

Formatting Your Timesheet

1. Enable Macros by clicking options... on the toolbar’s security warning and selecting enable

![Image of Excel timesheet]
2. Update date, employee information, and hourly wage
   a. Change only the ending month for date, the document will adjust automatically
3. Insert hours worked daily in the corresponding day
   a. Type the hours in the left cell of the day column
   b. Do not worry about calculating the total hours, the spreadsheet will do so automatically and calculate total pay.