How to Submit Timesheets
Log on to my.asu.edu
Select the “Staff” tab in the right corner
Select the “Time” tab and click on “Time and Leave Reporting”
Make sure you select “Time Period” for View By mode
Ensure the dates are correct
Enter your hours
For Time Reporting Code select "Student Hourly Regular Wages"
Click "Submit/Certify"
Ensure the total number of hours is correct