Go to [http://arts.columbia.edu/student-payroll](http://arts.columbia.edu/student-payroll) to access the School of the Arts Electronic Timesheet System
Click the specific job title to view/update your timesheets.
If this is the first time you are entering a timesheet for the pay period, click ‘Start Timesheet’. If you have already entered time for the current pay period, the link will be labeled ‘Go to Timesheet’.
When starting a new time sheet, please click ‘OK’ on the confirmation dialog box presented.
1. Click on the “Add New Entry” link
2. Select the date for the day you are entering time.
1. Select the start and end time for the day you are entering time.
2. Click on the “Add” button to save the start and end times entered.
3. To document your break required after 6 hours of work you must create two entries for the same day.
1. If you are finished entering time for this job and wish to enter time for a different job, click ‘My Timesheets’ to return to your list of jobs.
2. If you wish to log out, click the ‘Log out’ button.
To Submit your Timesheets:
1. Click ‘My Timesheets” link on the left NavBar.
2. Click on the Job Title of the job for which you are submitting.
3. Click the “Go to time sheet”.
Click ‘Submit Time Sheet’
You will be directed to the Review Time Sheet page

Click ‘Submit Time Sheet’
Click ‘OK’ to confirm. Your timesheet is now pending approval by a supervisor.

Please Note: You cannot access it again unless your supervisor rejects it.
Students must have a student service position allocation or a student casual pay position budget to access the School of the Arts Electronic Timesheet system.

Please contact your soa-studentpayroll@columbia.edu if you unable to log-in.

Students timesheets are due every other Thursday and email reminders will be sent on Wednesdays. To make sure email reminders are delivered to your inbox, you must add soa-studentpayroll@columbia.edu to your contacts list.

For additional information please review the Student Payroll Guidelines at http://arts.columbia.edu/student-payroll-guidlines-and-instructions