

## Student Employee TAS Instructions

1. Log on to MyRedDragon.
2. Click the student tab.
3. Locate the student TAS box and click the student TAS link.
4. Select the correct employment role (Ex: “Student Assistant State Employee” if you are entering time for a student assistant job, “College Work Study State Employee” if you are entering time for a work study job.).
5. Once you are in your time record, please select the correct job commitment.
6. Click on the accrual drop down box and select the correct date range for the time you are entering.
7. Enter the accurate time in/out per day, multiple times a day if needed. Please enter “a” for AM and “p” for PM. Also do not include the colon when entering time. EX) 9:30AM should be entered as 930a
8. Click on “save time record” after each entry.
9. Once your hours of obligation have been completed and entered for the pay period, please check the box certifying the information that has been entered is accurate and then click on submit to supervisor.
10. Once you have submitted your time record to your supervisor, the status will change to pending until approved.

**\*THE TIME RECORD FOR EACH SHIFT WORKED SHOULD BE ENTERED AT THE START AND END OF EACH SHIFT TO ENSURE ACCURACY. IT IS THE STUDENTS RESPONSIBILITY TO MAKE SURE ALL TIME WORKED IN A PAY PERIOD HAS BEEN RECORDED AND SUBMITTED TO THE SUPERVISOR FOR APPROVAL BEFORE THE APPLICABLE DEADLINES. FAILURE TO DO SO WILL RESULT IN DELAYED PAYMENTS\***