

Texas Woman's University
Hourly Time Entry Procedures and Pay Day
Information

1. Log-on to your TWU Portal Account using your user name and password.
2. Once logged on, you will need to click on "My Tools" which you will find on the left side of your computer screen.
3. Under Faculty/Staff Tools, click on "Hourly Timesheet".
4. Inside the box for "IN" – type in the date and time you started your shift.
5. Inside the box for "OUT" – type in the date and time you left for lunch.
6. After entering both "IN" and "OUT" times, click on "ADD PUNCH".
7. Inside the box for "IN" – type in the date and time you came back from lunch.
8. Inside the box for "OUT" – type in date and time you ended your shift.
9. After entering both "IN" and "OUT" times, click on "ADD PUNCH".
10. If you do not need to make changes, you can log out.
11. If you have entered your time incorrectly, go to the incorrect line and click on "EDIT" and the system will allow you to re-enter your time. Once you have re-entered your time correctly, click on "EDIT PUNCH", and your time will be re-submitted.
12. If you want to delete a line, go to the line you want to delete and click on "DELETE".
13. If you have any questions or issues with entering our time into your portal account, please call the Human Resources at 940-898-3555 for assistance.

Pay day is on the first working day of each month. For instance, if the very first day of the month falls on a Saturday, pay day will be the following Monday because it will be the first working day of the month. If the first day of the month falls on a Wednesday, pay day will be on Wednesday.

Pay periods run from the 16th of the previous month through the 15th of the current month. For example, for the pay period of September 16th – October 15th, students are paid on the first working day of November for the hours worked during that time period.