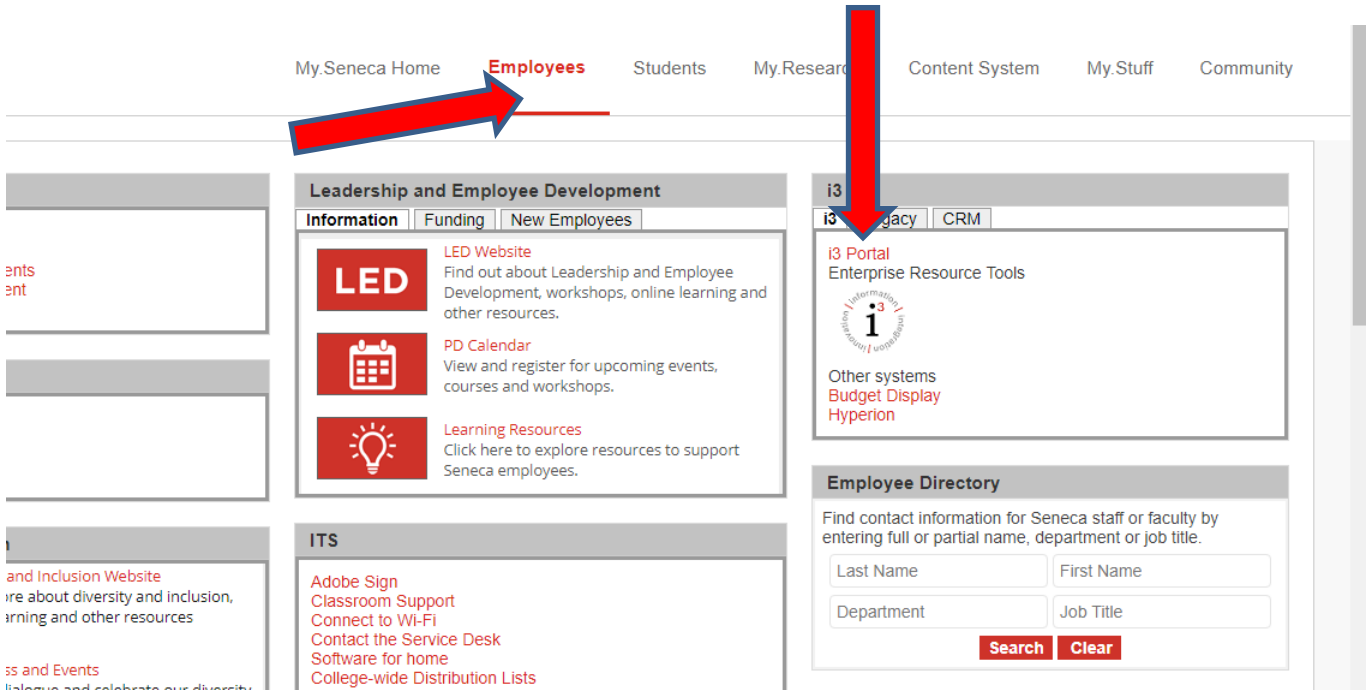
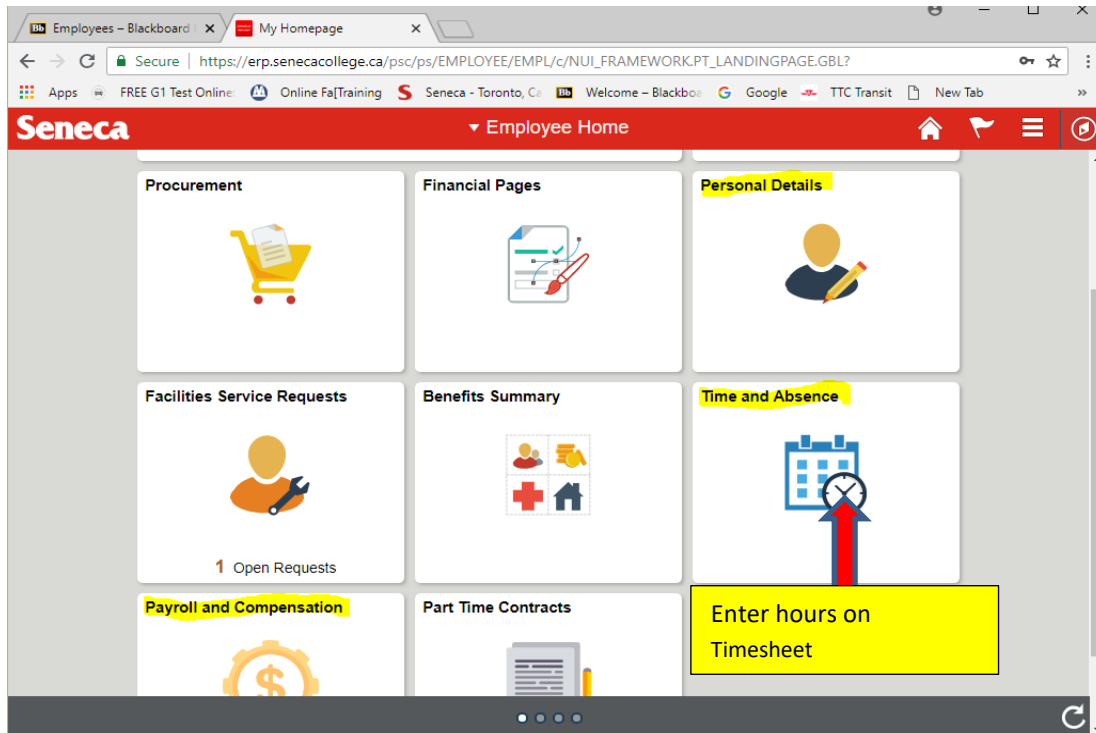


To ensure that you receive your pay from your support staff contract, please follow the steps below:

1. Sign into i3 from the Employees Tab in My Seneca



2. Sign in using your Seneca Username and Password
3. Click "Time & Absence" tile



4. On the day(s) worked, enter the hours and time of day (AM, PM) in the “In” and “Out” columns
 - a. Under Time Reporting then click on the arrow and select “RG 001 – Regular Hours (Support).”
 - b. Click “Submit” when done and confirm authentication of hours in the pop up


Total Hours Entered

Select correct week

Click "Submit" once finished

Select "RG001"

Add Comments	Day	Date	Reported Status	In	Break	In	Out	Punch Total	Time Reporting Code	Qu
	Sun	7/22	New							
	Mon	7/23	New							
	Tue	7/24	Submitted	1:00:00PM			3:30:00PM	2.50	RG001 - Regular Hours (Support)	
	Wed	7/25	New							
	Thu	7/26	Submitted	9:00:00AM			5:00:00PM	8.00	RG001 - Regular Hours (Support)	
	Fri	7/27	New							
	Sat	7/28	New							

5. You have the option of deleting entry if you make a mistake by clicking “—” minus picture
6. If hours are highlighted red or alarm clock  appears there is something wrong with your entry
 - a. You can not enter more than 8 hours a day
 - b. You can not exceed more than 24 hours or maximum hours of your contract per week