Accessing SWAP Student Time Sheets – Langara College

1. Have your Langara ID number and password (see #3).

2. Go to the Langara College main page: http://www.langara.bc.ca/ and click on the "**Login**" box

3. Type in your Langara ID and your password. If this is the first time using your password this defaults to your first and last name initials in capitals followed by a dash, and then our date of birth in YYYYMMDD format. ***An example for Jane Smith: birthday January 25, 1975 would be JS-19750125***

4. There is a box on the left side of the page called "**Employee Main Menu-Quick Links**" in this box click the "**Employee Main Menu**" link

5. After clicking on this link you will find "**Timesheets**" button.

6. Click on "**Timesheets**", and then choose the pay period for which you are entering your hours from the drop-down box.

7. Find the first day of the two week pay period, and then find the day you are teaching

8. Click on the blue text "**enter hours**" for that day and you will see that up above the week an empty box shows up. Enter the hours for that course. Click **"Save"** for each entry.

9. For the next week, click the "**Next**" button and enter your hours for the second week.

10. When you are finished click **"Submit for Approval"**.

11. **Note:** You will need to enter your hours every two weeks before Thursday at 11 am.