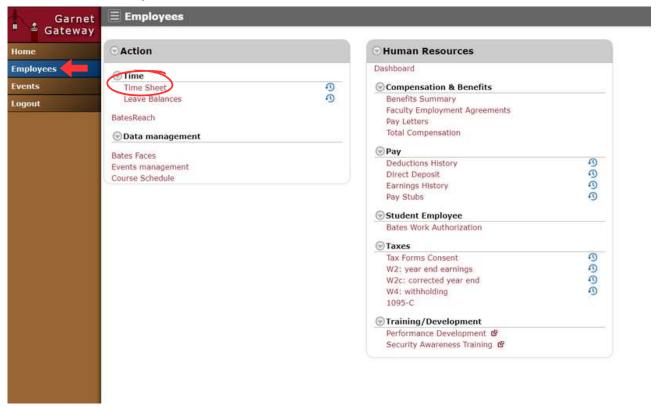
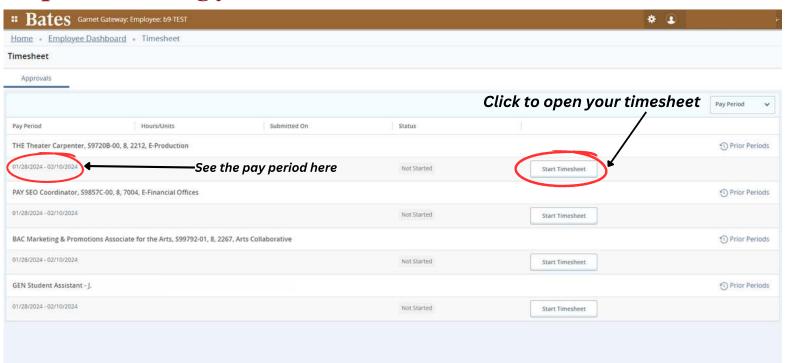
Entering Hours on Garnet Gateway

For Adobe timesheets, payroll calendar, payroll forms, and more please visit: www.bates.edu/student-employment/

Step 1: Go to the "Employees" tab on your Garnet Gateway account and select "Time Sheet"



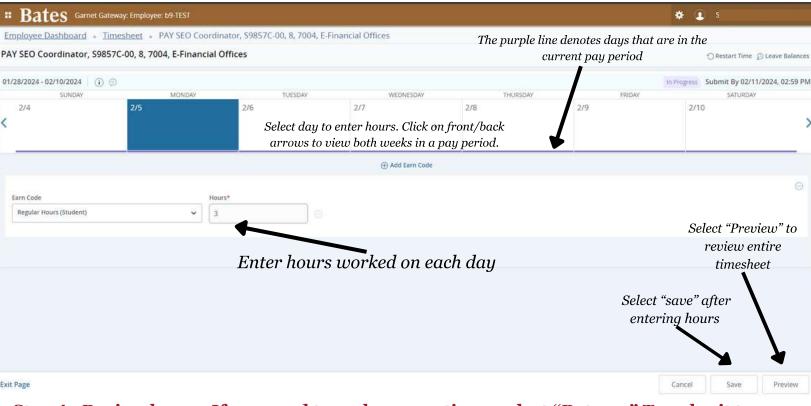
Step 2: Accessing your timesheet



Entering Hours on Garnet Gateway

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Step 3: Enter hours worked on each individual day's box, and click "Save" after entering hours. Select "Preview to review and submit for entire the pay period.



Step 4: Review hours. If you need to make corrections, select "Return." To submit to your supervisor, check off the agreement and click "Submit."

