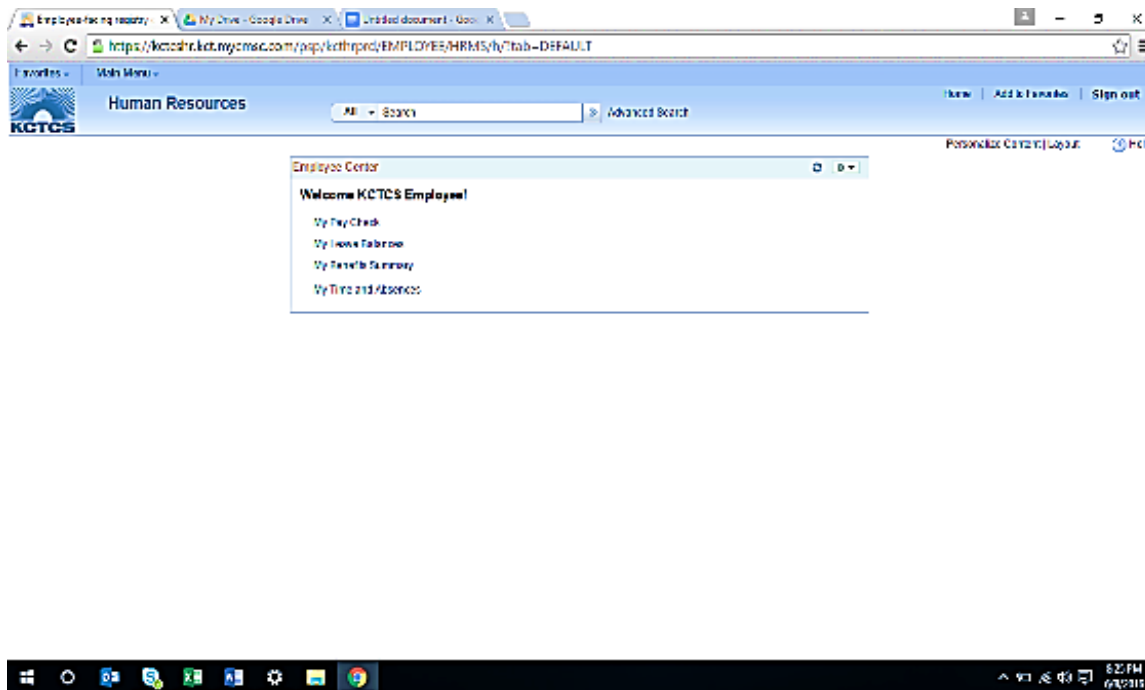


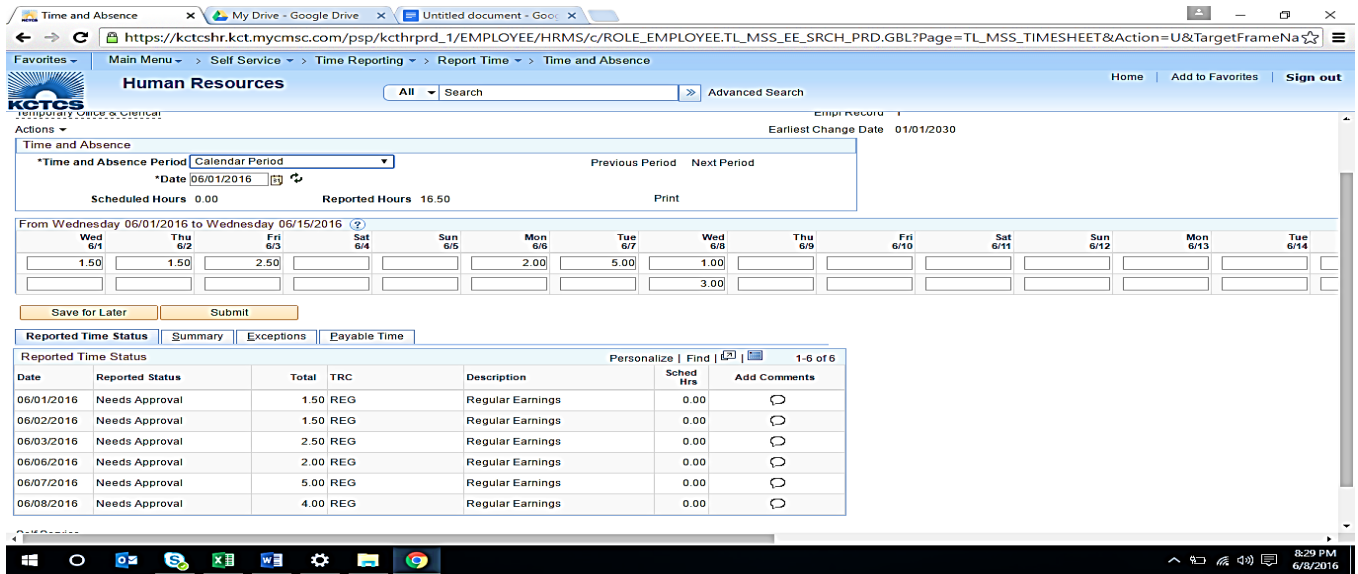
Federal Work-Study

How to Submit Your Timesheet

1. Log in to: [PeopleSoft Self Serve](https://kctcshr.kct.mycmsc.com/psp/kcthrprd/?cmd=login&languageCd=ENG) at <https://kctcshr.kct.mycmsc.com/psp/kcthrprd/?cmd=login&languageCd=ENG>
2. Log in with your KCTCS user-id and password
3. Click on “My Time and Absences”

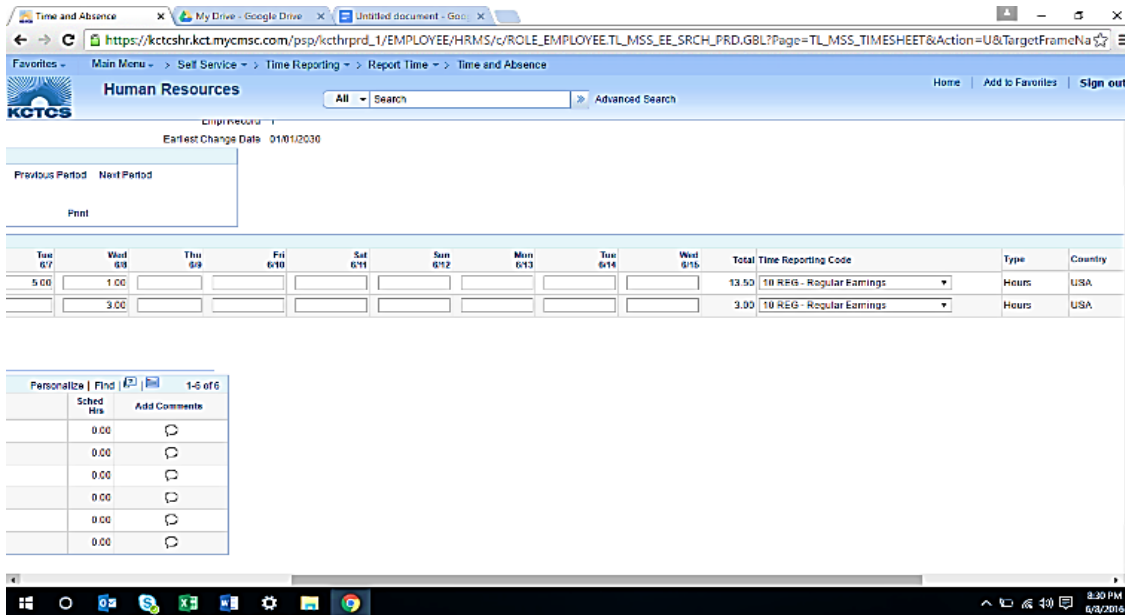


4. Current pay period timesheet will pop up



5. Enter hours for each day worked for the pay period

6. Scroll the screen all the way to the right



7. Click the drop down arrow

8. Select "Reg"

9. After all hours worked are entered

10. Click "Submit to Supervisor"

11. Click Print

12. After printing time sheet, sign and give to on-site supervisor

If you have questions or need assistance contact Kathleen Hicks at 859-246-6373 or email Kathleen.hicks@kctcs.edu.