Go to My.DBQ.edu

The window below will appear.
Log in using your UD network login.
Next the window will appear with tabs to your specific access information.

Click on the “Staff/Workstudy” tab.
Click on “Payroll” in the Staff/Workstudy menu
The next window will appear, and as the student employee you will click on the “Timecard” option.
You will see a time card in calendar view for the current pay period. IF YOU have more than one position, Click on the “Other positions” link to the right.
After clicking the “Other positions” link, you will see a tab for each position. Click on the position for which you wish to enter hours.

Click on the day for which you wish to enter hours.
Scroll down until you will see the “Hours worked” field as seen below. Enter your hours worked for the day in that field. [You will NOT enter hours in the “Other hours” field.]

Once you entered the hours and any comments, you will click the “Save Hours and Comments” button. Students may enter their hours each day they work, each week or at the end of the month. Every time you enter hours you must click the “Save Hours and Comments” button to save your changes.
There is another option to enter your hours called “Grid View.” You may select this option each time you enter hours or elect to save either calendar or grid view as your preference in the “Time card settings” option.
“Grid view” simply provides a column of the dates of the month and fields to enter your hours, rather than looking at the calendar format. [You will NOT enter “Other hours.”]
Once you have entered all hours for the specific position for the month, you must choose “Click here to finalize”. If you have more than one time card, you “Click here to finalize” on each time card.
Once you choose “Click here to finalize”, the message below will appear. To proceed, you must click “Mark as Final.”
Message indicating your time card was submitted.

This will allow your supervisor to review, finalize, and submit to payroll.