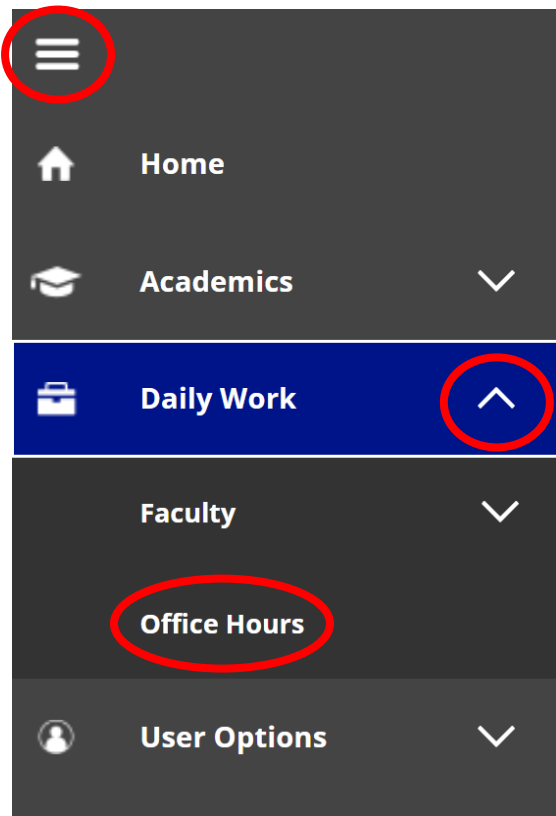


Submitting Office Hours

NOTE: Part-time faculty must also use their Division's process for getting approval for hours to get paid for the hours at the end of the term.

1. Go to [self-service](#)
2. Click on the three lines in the upper left-hand corner to expand the menu.
3. Click on Daily Work and then Office Hours



4. Enter start and end date

Enter Office Hours

Start Date *

End Date

5. Enter the time. If you have office hours at the same time multiple days of the week in the same location, they can all be captured in one submission. We'll explain that farther down.

Start Time

hh:mm AM/PM

End Time

hh:mm AM/PM

5. Type in the building name, not the acronym (i.e., Math not MBA). If you are holding virtual office hours, choose ONLINE as the building.

Building

music

Music

ZMusic Building - Compton Ctr

Room

☐ Thursday

☐ Friday

☐ Tuesday

☐ Wednesday

☐ Saturday

6. Select your room number. If you are holding virtual office hours, choose ONLINE as the room.

Enter Office Hours

Start Date *

8/25/2025

Start Time

10:00 AM

Building

Music

104D

104E

104F

105

106

110

111

112

113

114

7. If you meet at that time on multiple days, select the days.

Days Of Week *

☐ Sunday

☒ Monday

☐ Tuesday

☒ Wednesday

☐ Thursday

☐ Friday

☐ Saturday

8. Select your frequency.

Consecutive
Daily
Weekly
Monthly
Yearly
Bi-Weekly
Bi-Monthly
Quarterly
Yearly, Same day

Consecutive

Cancel

Save

9. Save

10. Repeat for hours not at the same time.

Students will be able to see the Hours in Schedule by clicking on the Faculty's name:

ation

Faculty

12:35 PM [Angela C. Mannen](#)
13/2025

[Dr. Rodolfo A. Otero](#)
13/2025
LEC)