The Supervisor's responsibility is to check the student's time for accuracy and to approve by noon on Tuesday.

Employee Dashboard: Your dashboard is updated to include time entry, leave reporting, and any time approval options you may have depending on your job responsibilities.
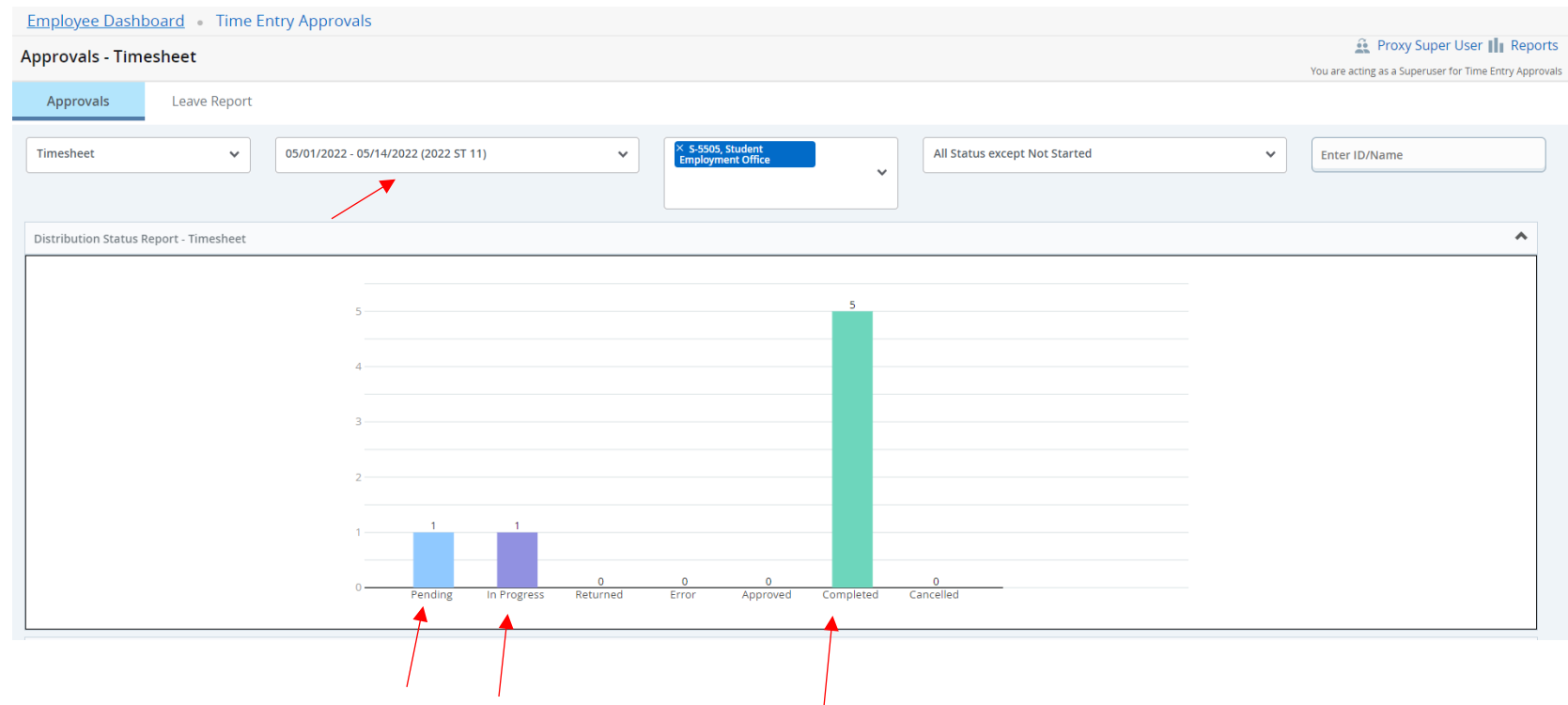
APPROVE A TIMESHEET

To approve the student timesheet, click on Approve time.

Select the Pay Period for the Timesheet Approval

You can double-click on the 'Pending', 'In progress', or 'Completed' bar on the graph to filter.

Click on the student's name to view a detailed summary of the timesheet.

Approvals - Timesheet

Proxy Super User | Reports
You are acting as a Superuser for Time Entry Approvals

| Approvals | Leave Report |

| Timesheet ▼ | 07/10/2022 - 07/23/2022 (2022 ST 16) ▼ | ✕ S-5505, Student Employment Office ▼ | Pending ▼ | Enter ID/Name |

☐ Pending 1   ⌃

Employee Name ⇅	ID ⇅	Organization ⇅	Hours/Units ⇅	
☐ Cooper, Bradley SEO Co-Director PR, W00952-00	111222333	S-5505, Student Employment Office	5.00 Hours	ⓘ ⋮

The student's submitted timesheet will provide the hours they worked over the two-week work period.

Review for accuracy

111222333, Cooper, Bradley

SEO Co-Director PR, W00952-00, S, 5505, Student Employment Office , Rate: $12.390000

Pay Period: 07/10/2022 - 07/23/2022 | 5.00 Hours | Pending | Submitted On 09/04/2022, 10:31 AM

Time Entry Detail

Date	Earn Code	Shift	Total
07/11/2022	RST, Regular Student Pay	1	3.00 Hours
07/15/2022	RST, Regular Student Pay	1	2.00 Hours

Time Information

Date	Earn Code	Shift	Hours/Units	Time In	System In	Comment In	Time Out	System Out	Comment Out
07/11/2022	RST, Regular Student Pay		3.00	07:00 AM			10:00 AM		
07/15/2022	RST, Regular Student Pay		2.00	02:00 PM			04:00 PM		

Summary

Earn Code	Shift	Week 1	Week 2	Total
RST, Regular Student Pay	1	5.00		5.00 Hours
Total Hours		5.00		

Routing and Status

Name	Action	Date & Time
Watts, Susan L.	Originated	09/04/2022, 10:29 AM
Watts, Susan L.	Submitted	09/04/2022, 10:31 AM

Return	Details	Cancel Timesheet	Return for correction	Approve

Return will take you back to the previous screen.

Details shows you the weeky detail veiw as the student entered the time.

This is where the Approver can make corrections to the Time Record if necessary.

Return for Correction will return the Time Record to the student for correction.

Approve will approve the Time Record.

Comments can be made to explain to the student the reason for the return.

Comment (Optional):

Add Comment

2000 characters remaining

Once approved, Timesheet can not be returned for corrections.

The **Return** will return the approver to the previous page.

FAQ's

Status of timesheets:

In Progress – Still in the student's queue. The timesheet still needs to be submitted for approval.Deadline for students to submit timesheet

Is 10:am on Monday.

Pending – Submitted for approval by the student, in the superviosr's queue.

Completed – Approved by the supervisor. Deadline to approve timesheet is noon on Tuesdy.

Not Started – Student has not opened timesheet.

All supervisors should have a proxy in their absence.

The student should be entering their time after each shift.

No student should be working until they have completed all their paperwork and have been hired.

If you have any questions, please call or email:

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Susan Watts

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Phone: **610 328 8677**

Jodie Koenigs

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