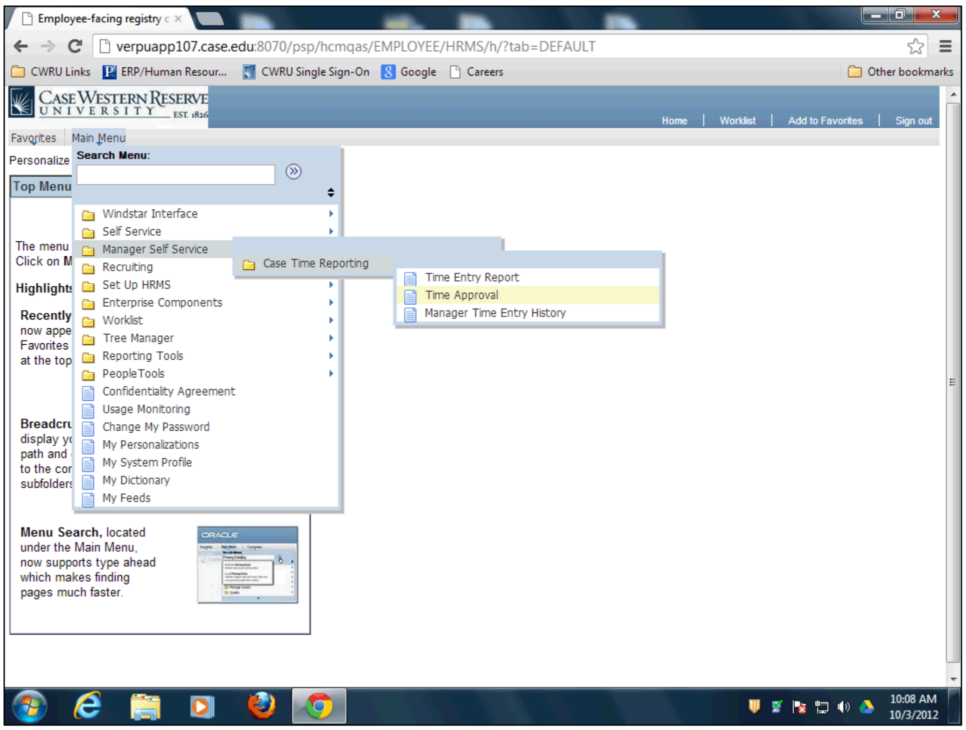
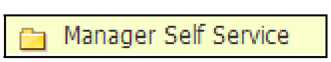
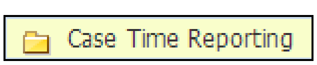
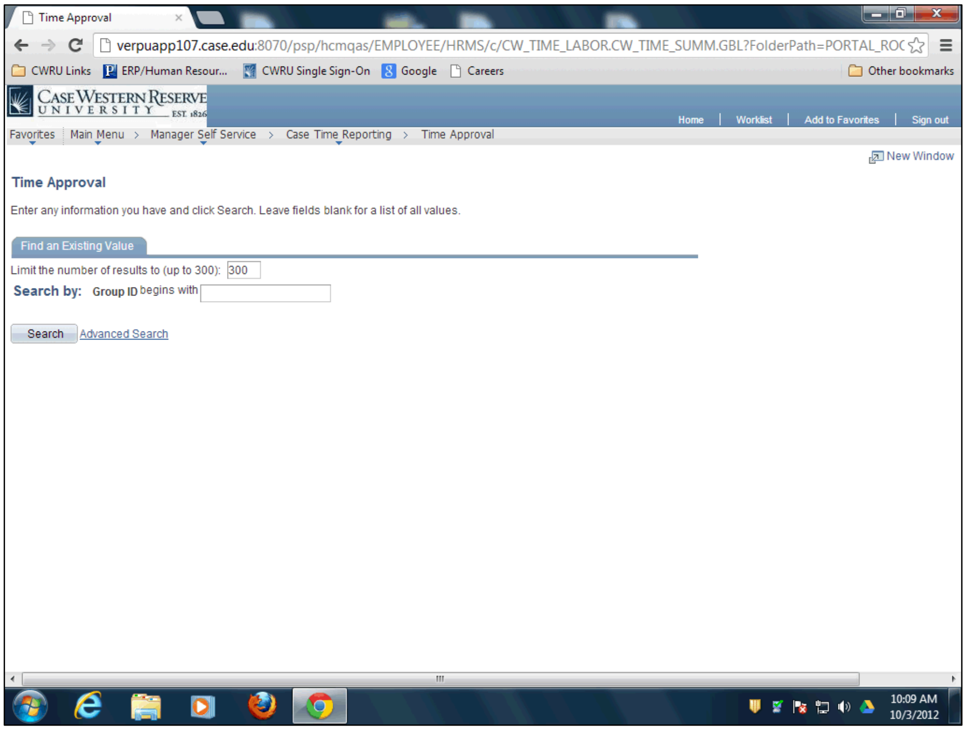
Student Time Approval

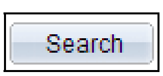
Procedure

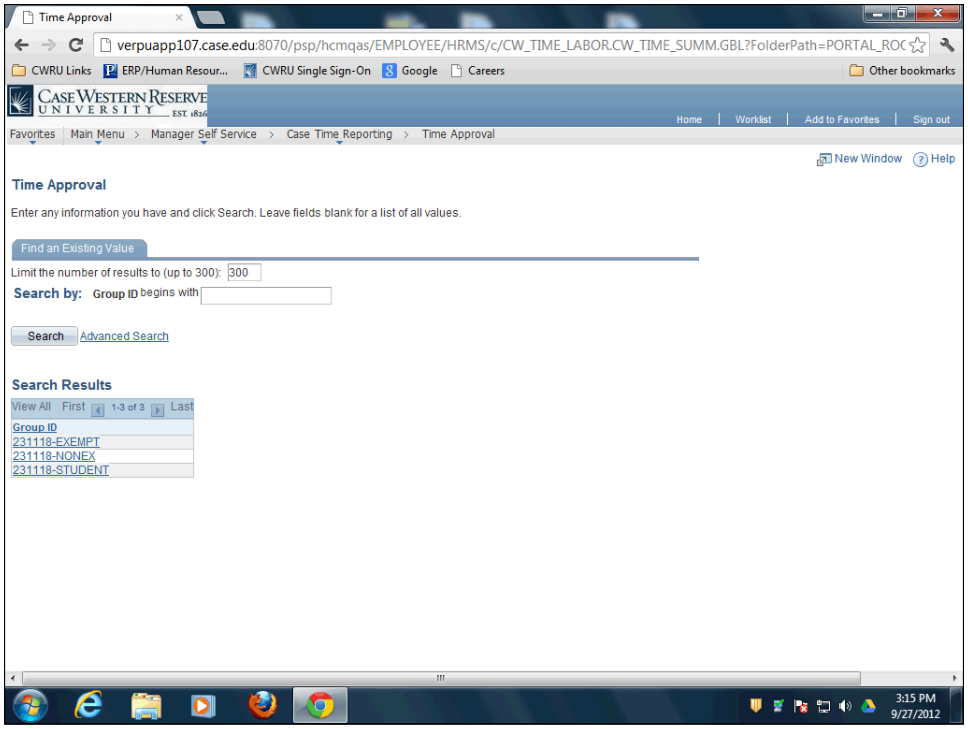
Managers can use the Time Approval function to view student time sheets and approve their time entries. Note: Payroll cut-off dates can be found at this link: ***http://www.case.edu/finadmin/controller/deadlines.html***.



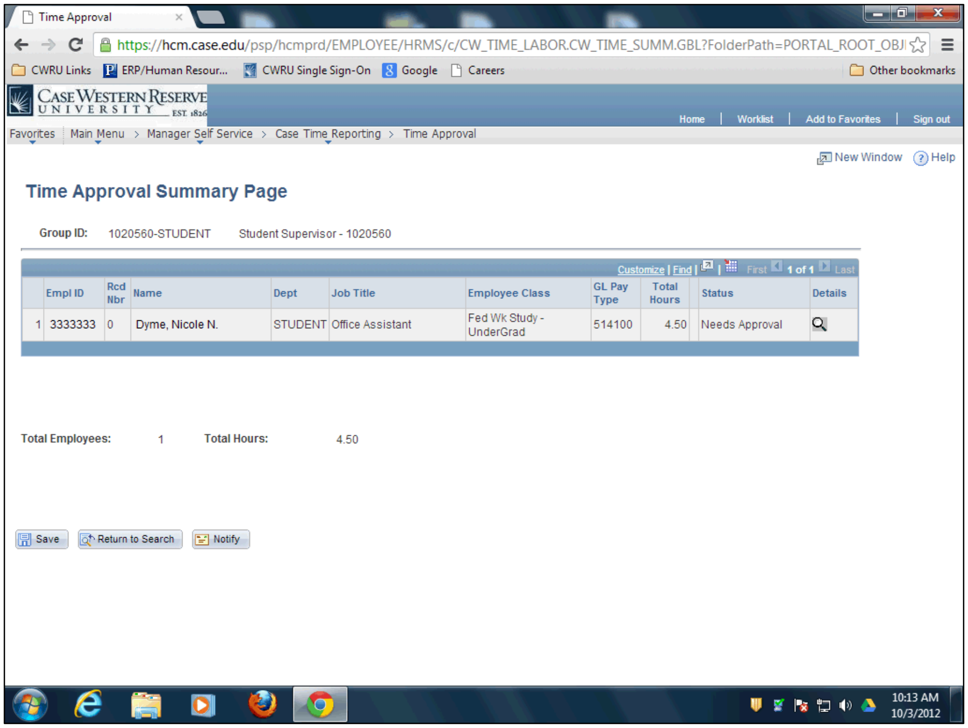
Step	Action
1.	From the HCM main menu, click the **Manager Self Service** link. 
2.	Click the **Case Time Reporting** link. 
3.	Click the **Time Approval** link. 



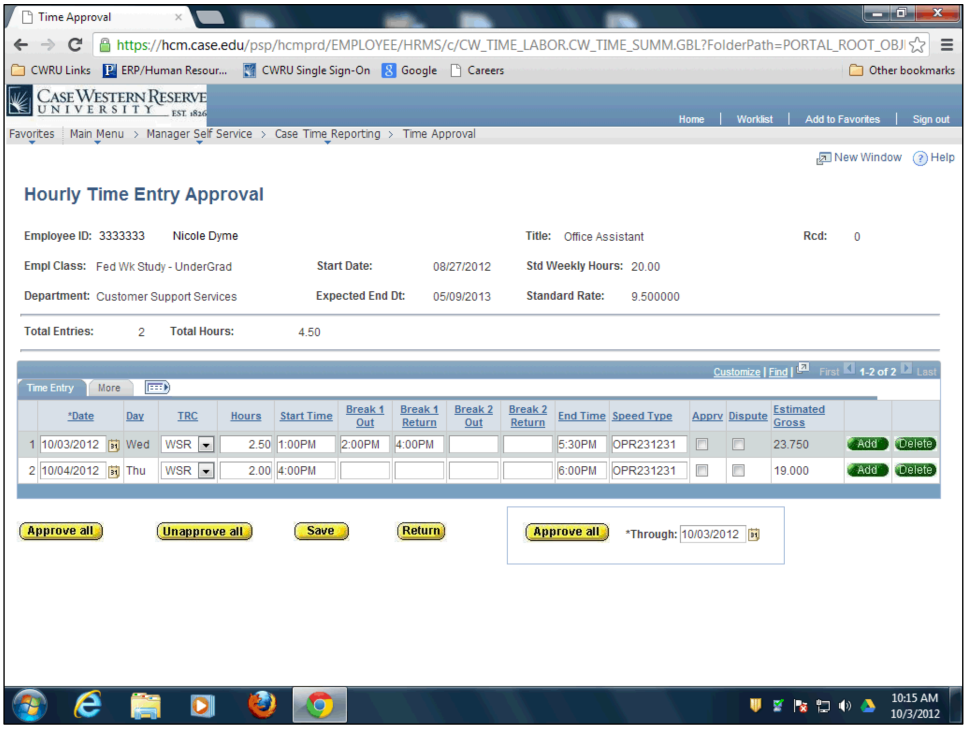
Step	Action
4.	The Time Approval search screen appears. Click the **Search** button. 



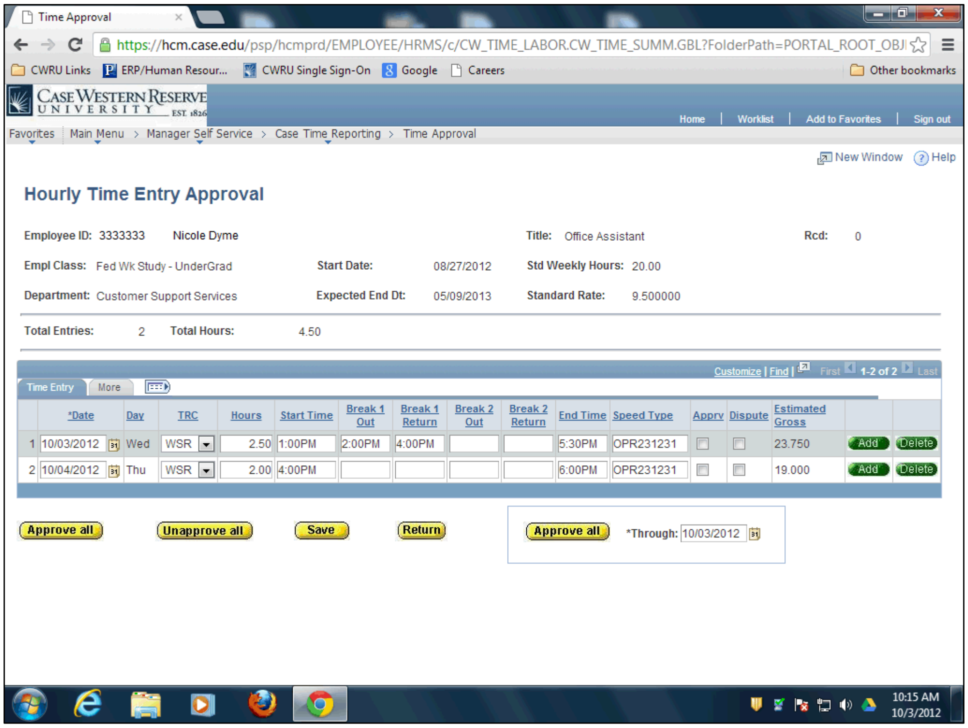
Step	Action
5.	The **Group ID** for all types of employees that you supervise will appear in the **Search Results** block. Click on the Student Group ID link (in blue) to view the student time entries for that particular group. 231118-STUDENT



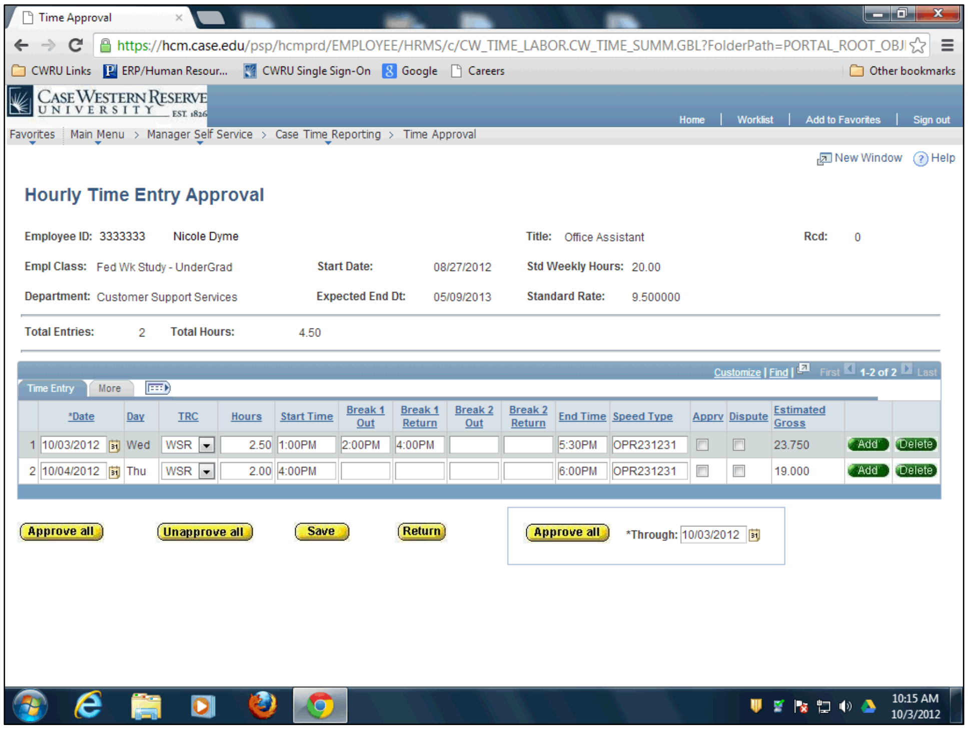
Step	Action
6.	The Time Approval Summary Page appears. All employees that you supervise in the selected department will appear in the list. Group ID: 1020560-STUDENT Each employee has a data row, which includes the following items: **Empl ID** (employee ID) **Name** **Dept** (department) **Job Title** **Employee Class** **Total Hours** (year to date) **Status**.
7.	To view a student's time sheet, click the **Details** Look Up button (magnifying glass). 



Step	Action
8.	The **Hourly Time Entry Approval** screen appears. The **Std Weekly Hours** field displays the standard number of hours that the student is expected to work each week. The **Standard Rate** field displays the student's hourly compensation. Std Weekly Hours: 20.00 Standard Rate: 9.500000



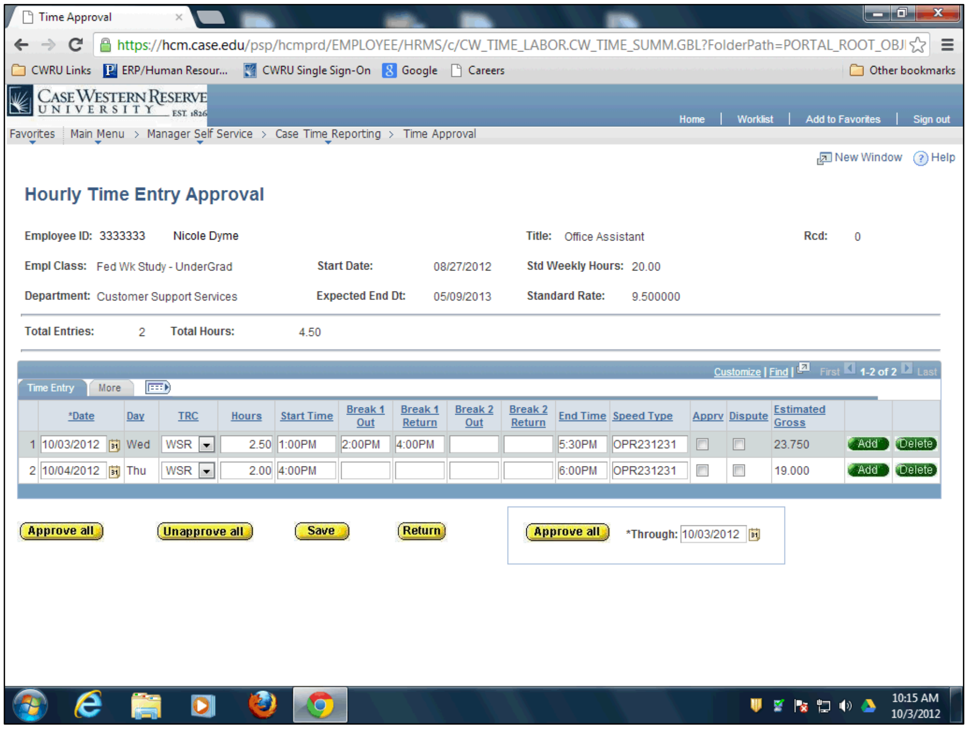
Step	Action
9.	The **Date** column displays the date for each time entry. Each row can represent a maximum of one calendar day. Single days may be split into more than one time entry row if multiple Time Reporting Codes (TRCs) or Speed Types are used. 



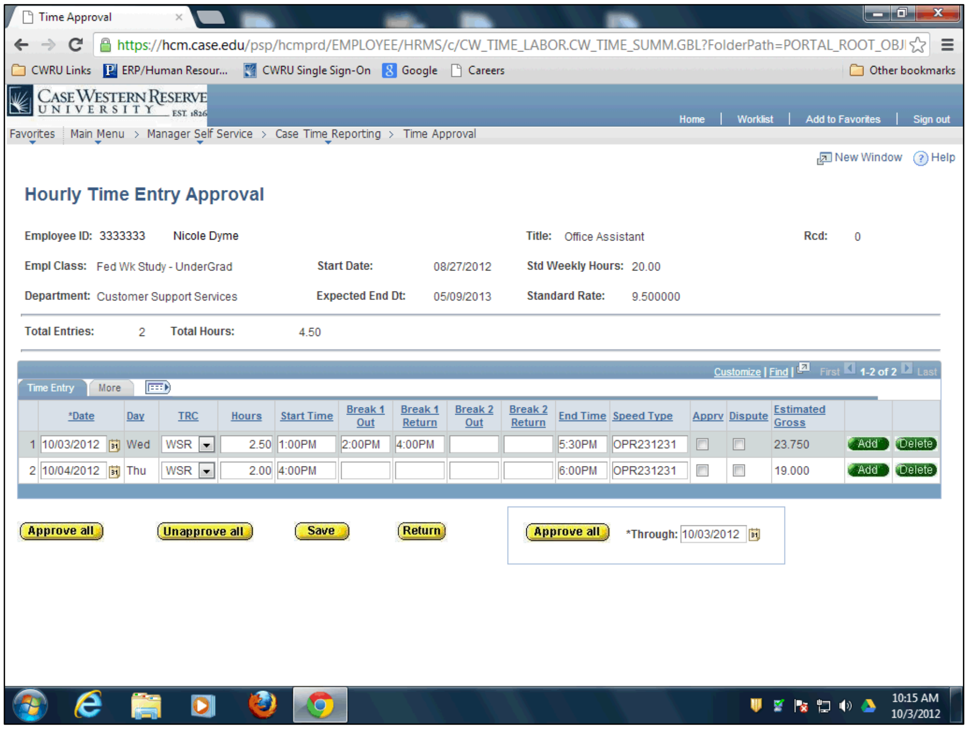
Step	Action
10.	The **TRC** column contains the Time Reporting Code for each time entry. To change a TRC, select an entry from the drop down list. TRC Available TRCs for students are: **WSR** - Work Study **NWS** - Non-Work Study **OPT** - Overtime Premium (rarely used)

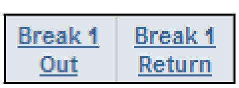
WSR: Work Study is a program awarded to a student with a financial need. Students who receive work study funds do not have to claim them as income and they are not taxed. The federal government subsidizes 75% of work study funds for student compensation, while the student's employer pays 25%.

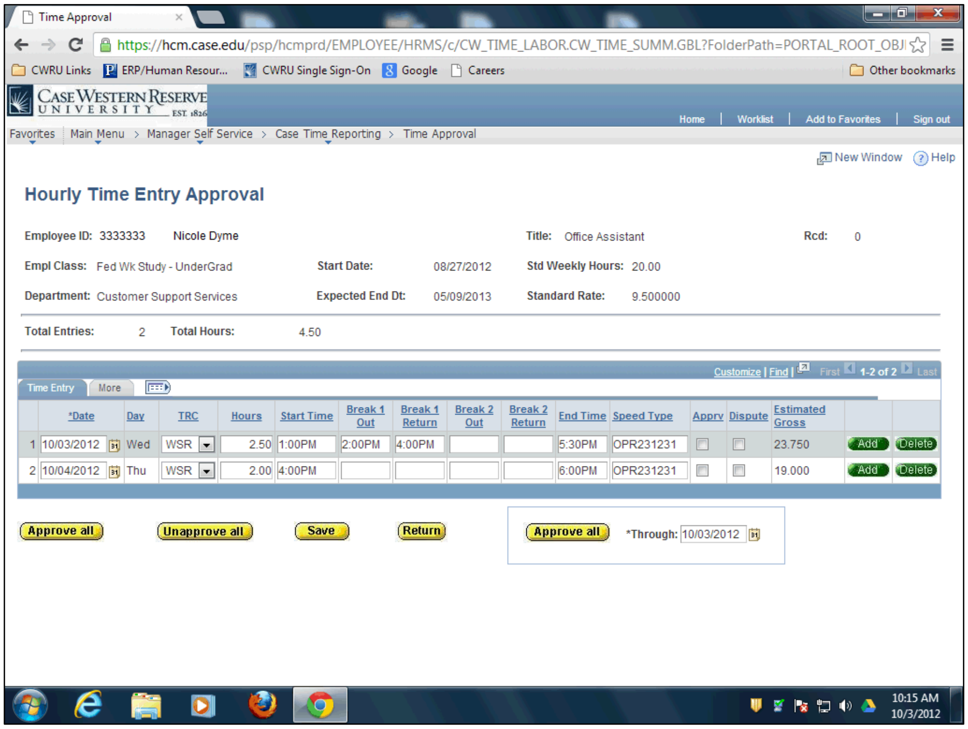
NWS: Non-Work Study is a program like any job a student would hold off-campus. The employer pays 100% of the student's compensation.



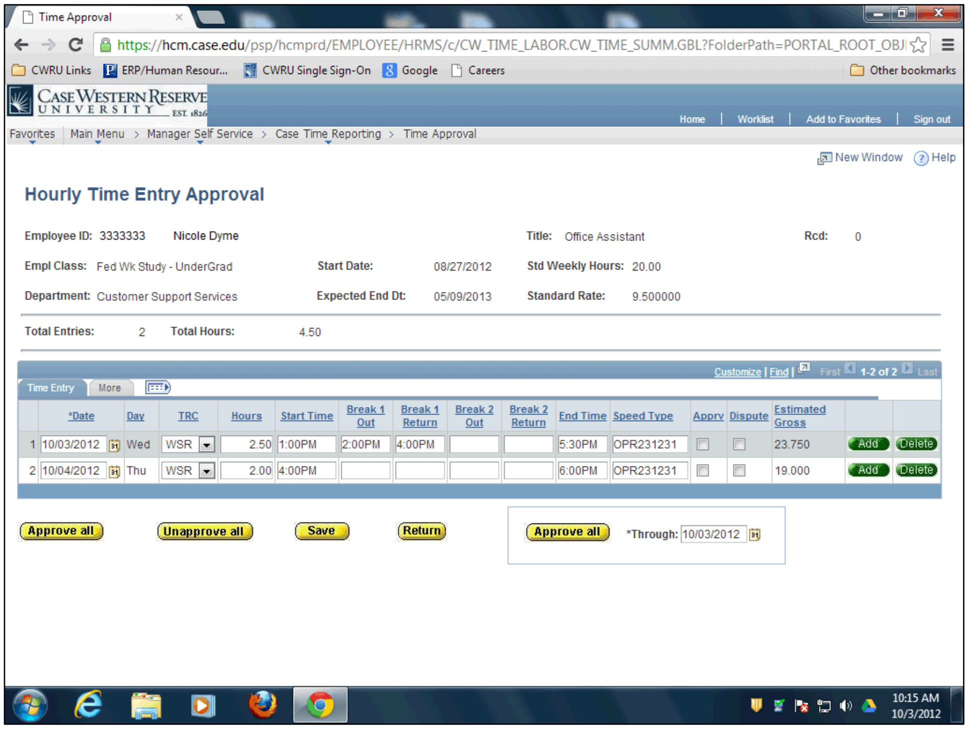
Step	Action
11.	The **Hours** field displays the total hours the student worked for a single time entry row. Hours
12.	The **Start Time** field is where the student entered his/her start time for the work day. Start Time



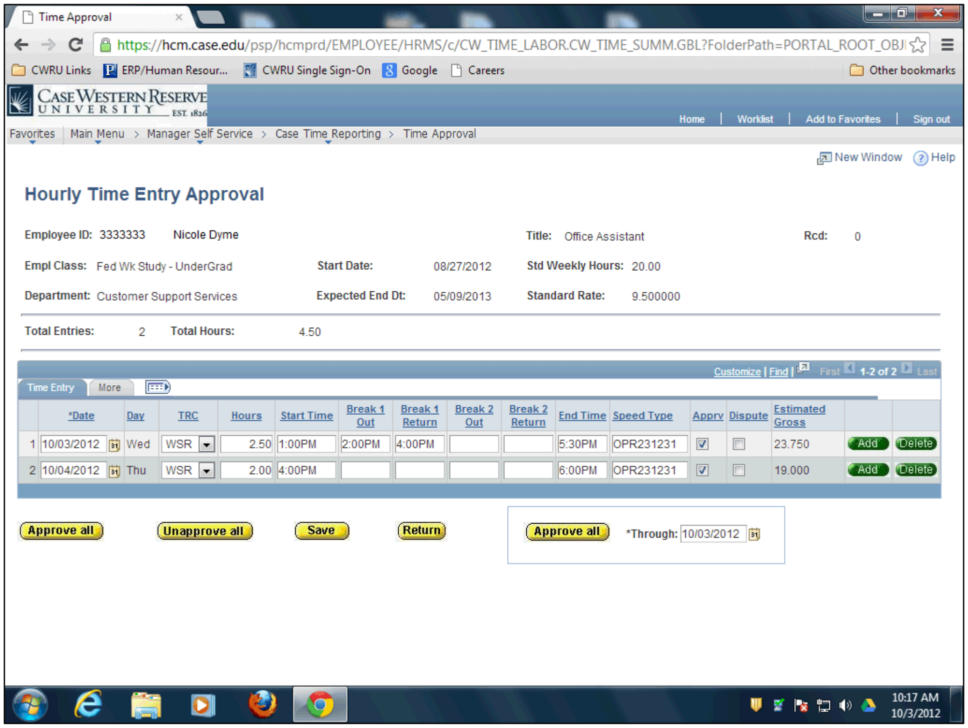
Step	Action
13.	The **Break 1 Out** and **Break 1 Return** fields are used by the student to keep track of when a break was taken during the work day. The **Break 2 Out** and **Break 2 Return** fields can also be used (if applicable). 



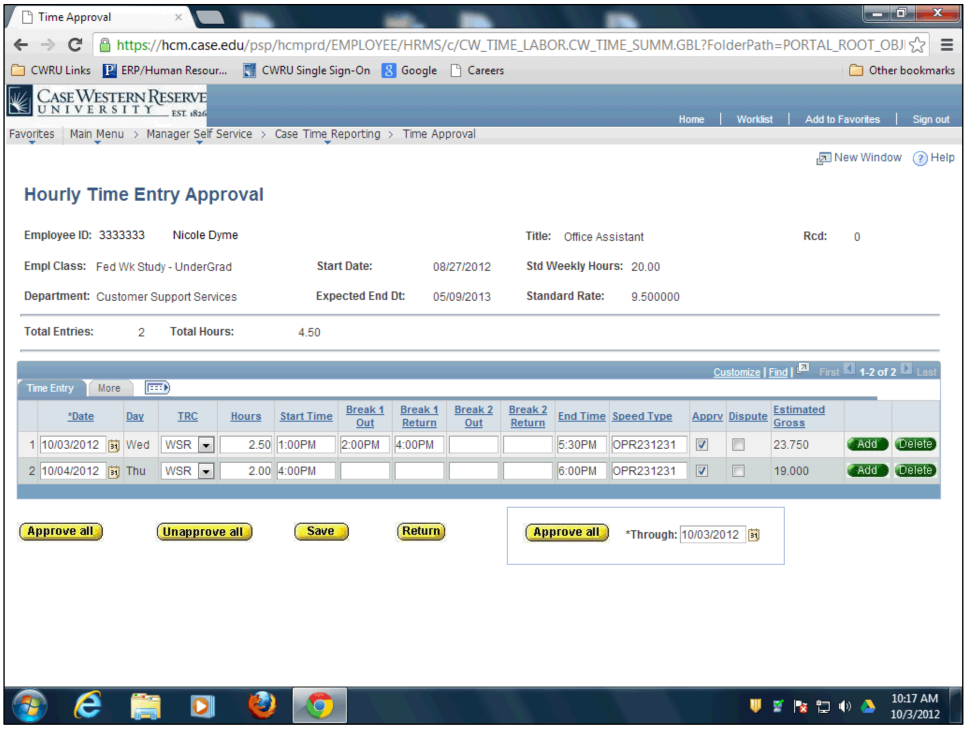
Step	Action
14.	The **End Time** field is entered by the student as the time when he/she left work for the day. End Time



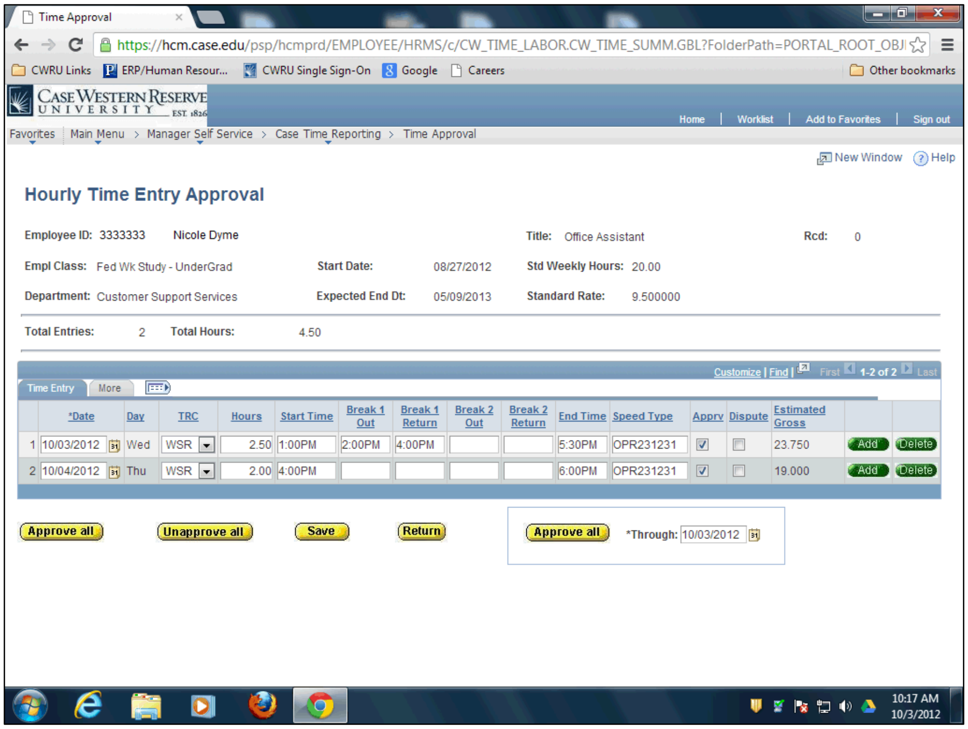
Step	Action
15.	The **Speed Type** field is initially blank because all student compensation is charged to the Department ID. If a student is working on a funded project, the Speed Type field can be used to override the Department ID by manually entering the Speed Type code. Speed Type



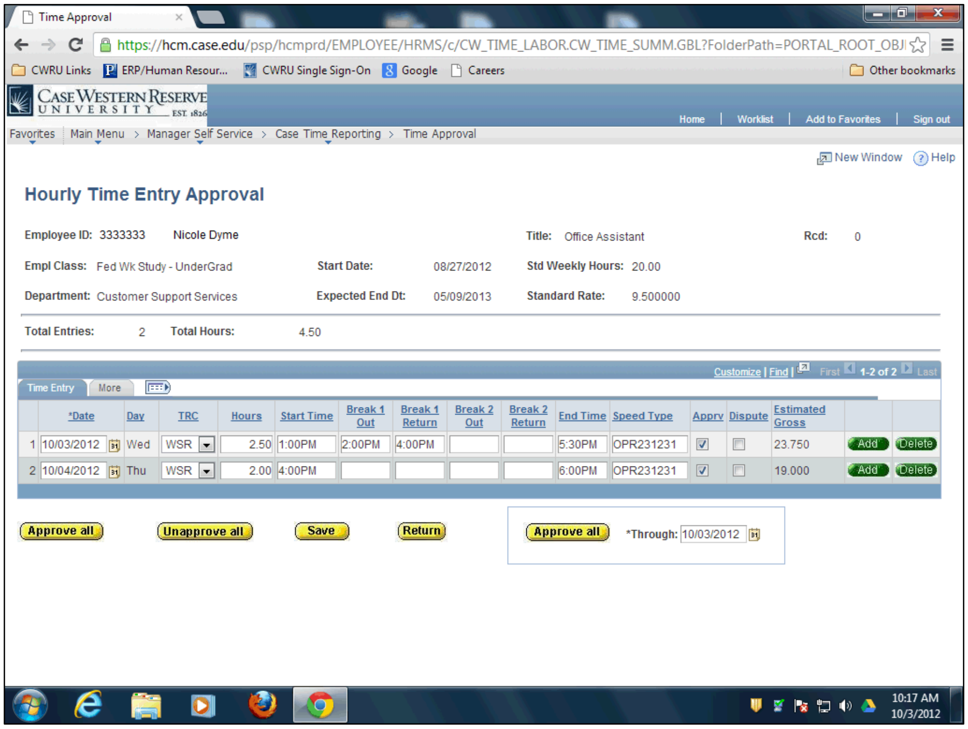
Step	Action
16.	Place a check mark into the **Apprv** check box for each time entry row you wish to approve. 

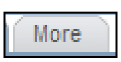


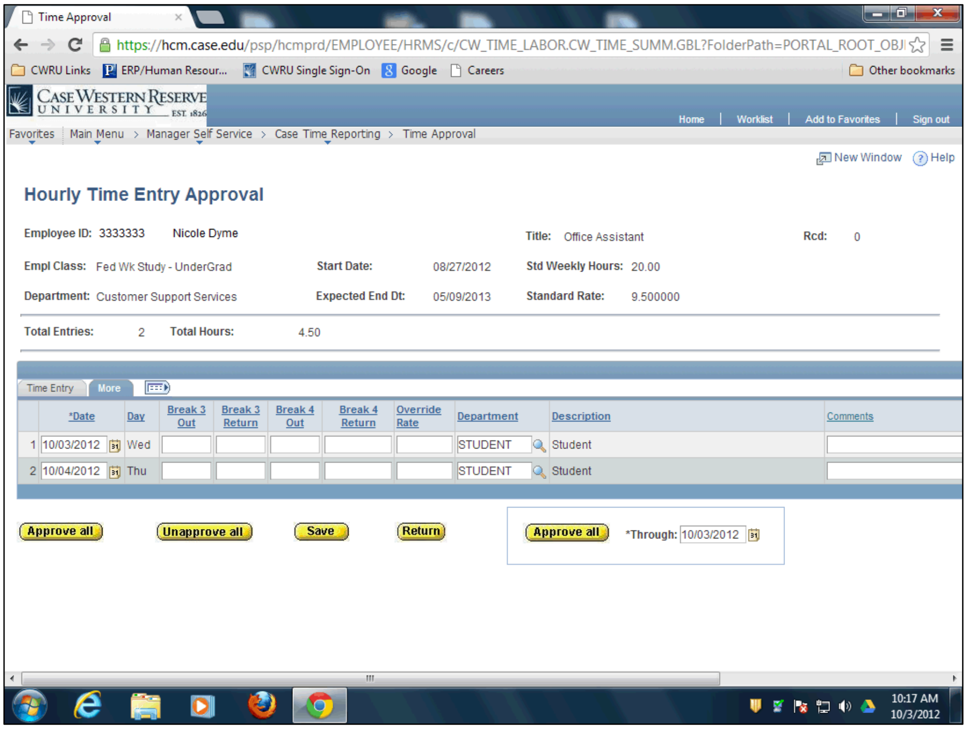
Step	Action
17.	The **Dispute** option can be checked if the supervisor does not agree with the student time entry, in addition to speaking to the student and/or notifying the Office of Student Employment. **Note:** Selecting the Dispute check box alone does not alert the Office of Student Employment to a problem with a student employee. Please contact the office directly for assistance when appropriate. 



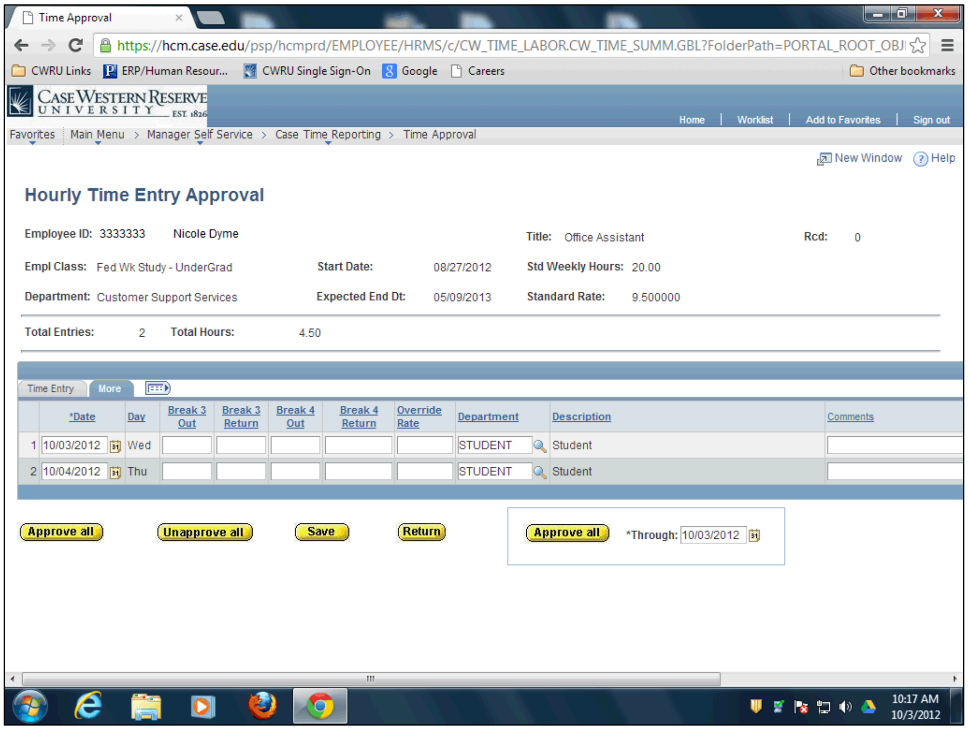
Step	Action
18.	You can add or remove time entry rows using the **Add** and **Delete** buttons. 

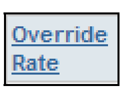


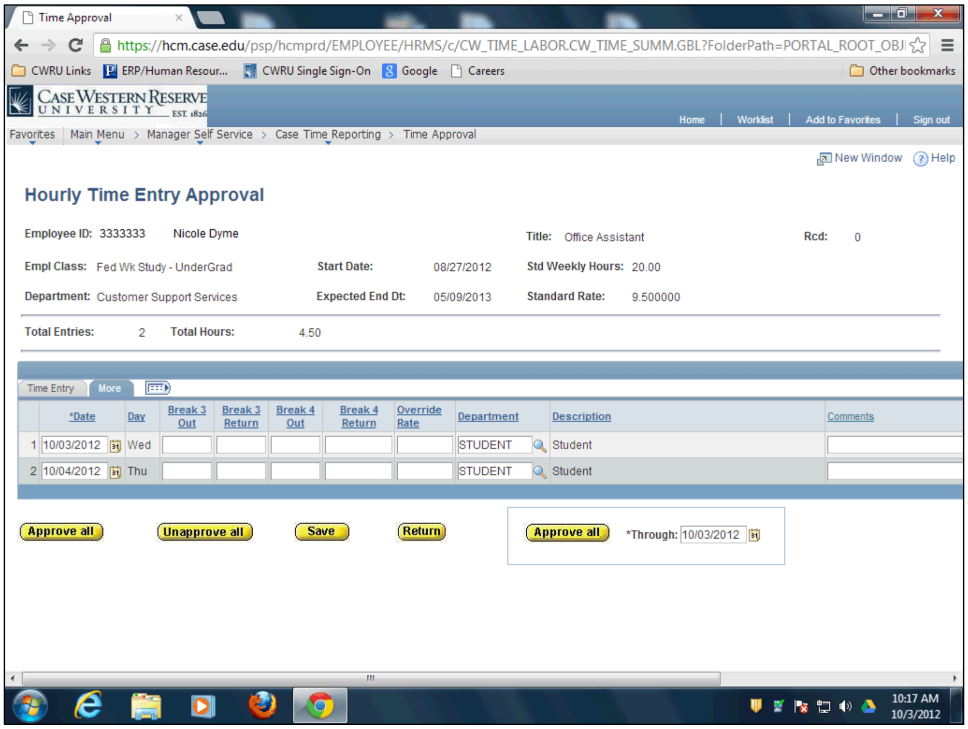
Step	Action
19.	Click the **More** tab (next to the Time Entry tab). 

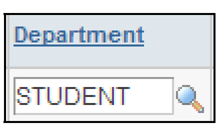


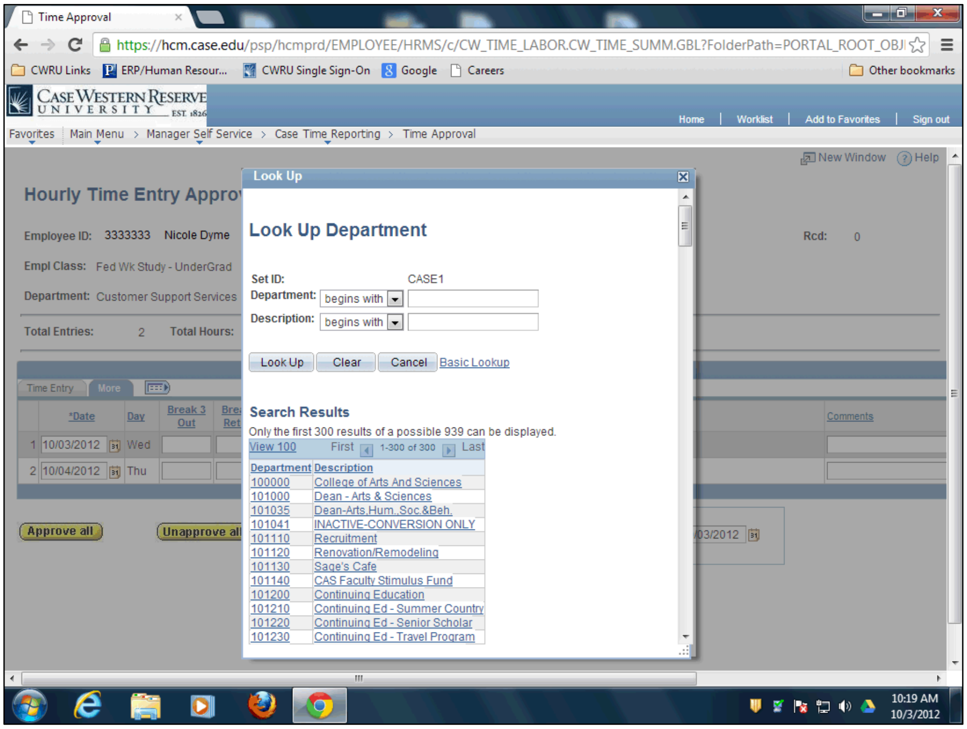
Step	Action
20.	The **More** tab contains two more sets of **Break** fields to use if needed. Break 3 Out | Break 3 Return | Break 4 Out | Break 4 Return

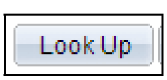


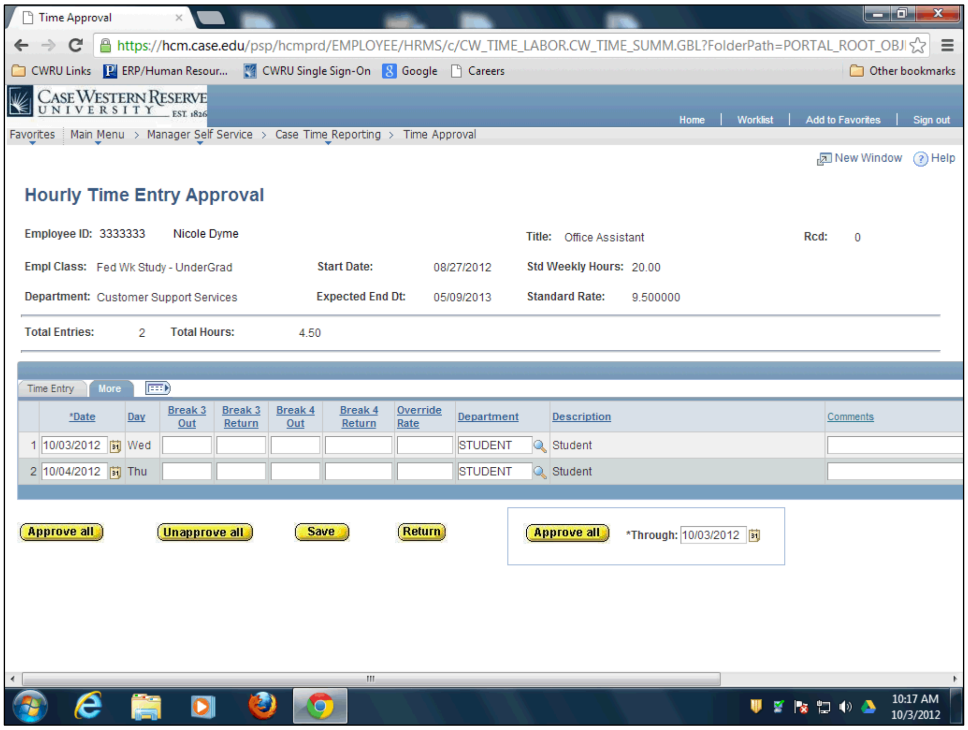
Step	Action
21.	The **Override Rate** field is used to change the student employee's hourly compensation for a particular project (if needed). 



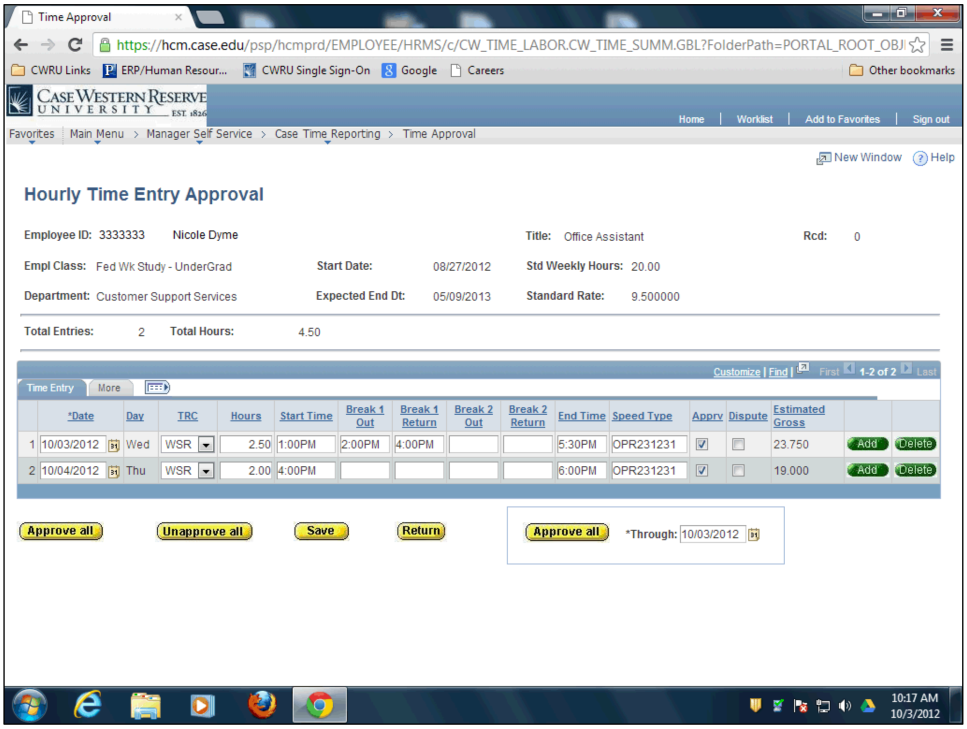
Step	Action
22.	The **Department** field contains the department ID that is charged (partially or completely) for this student's compensation. Click the Department Look Up button (magnifying glass) to bring up the available list of departments. 

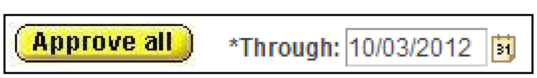


Step	Action
23.	You can search the list for the correct department ID by using the arrow keys or by entering a number range into the search fields and clicking the **Look Up** button. Click on the Department number link (in blue) to populate the field. 



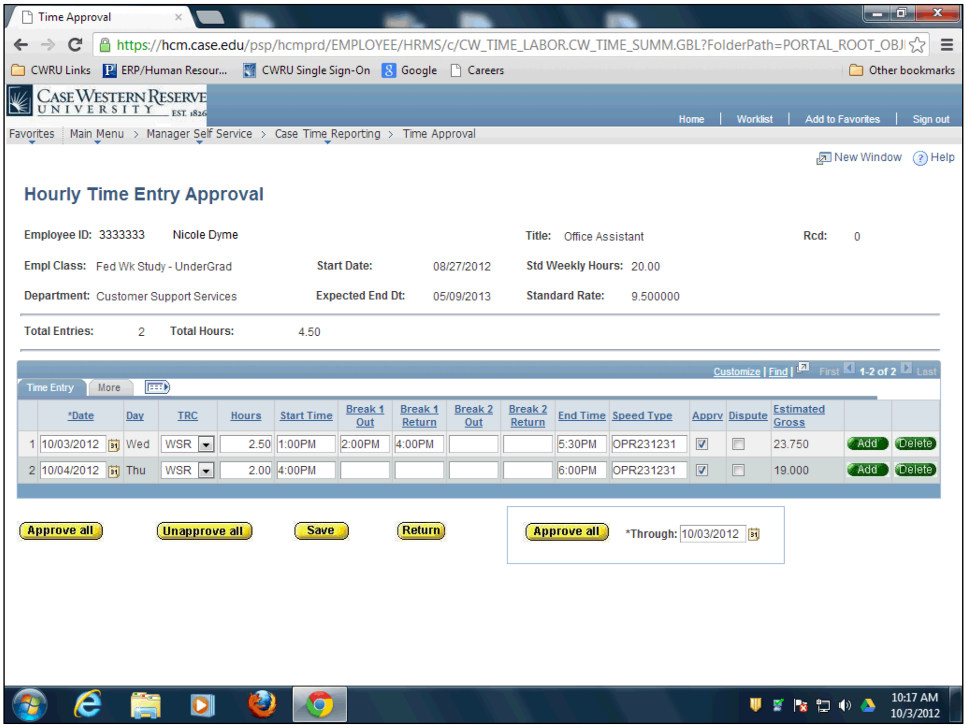
Step	Action
24.	The **Comments** field can be used to leave comments about a time entry row. 
25.	Click the **Time Entry** tab. 



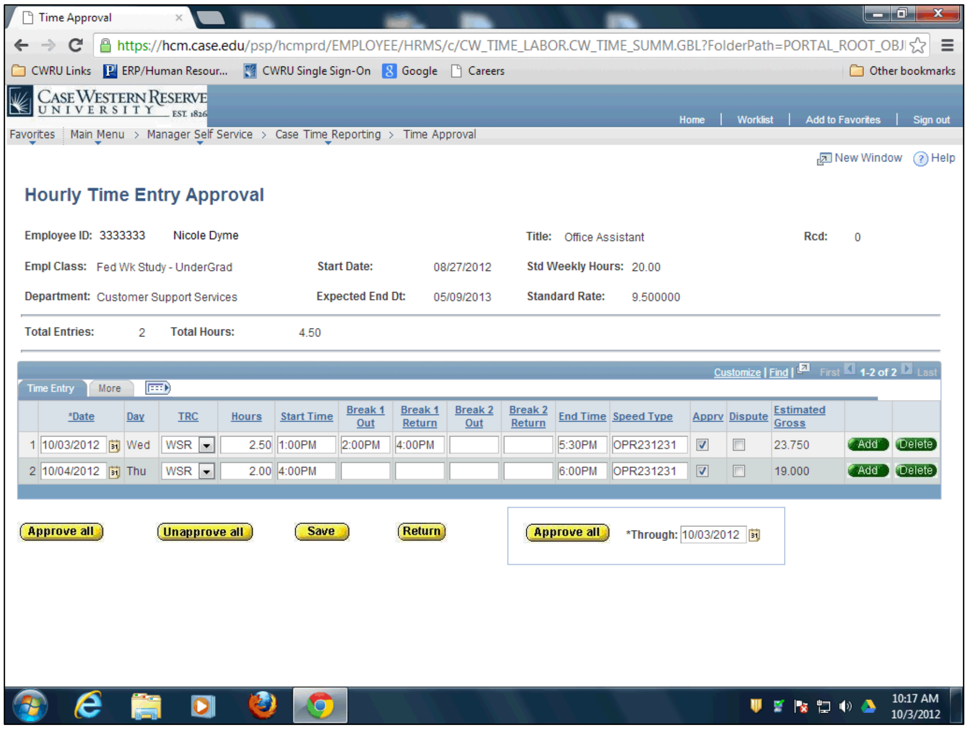
Step	Action
26.	To approve all employee time entry rows up to the current date, click the **Approve All** button. **Note**: The current system date is initially displayed in the **Through** field. 

Payroll cutoff dates can be found at this link: ***http://www.case.edu/finadmin/controller/deadlines.html***.

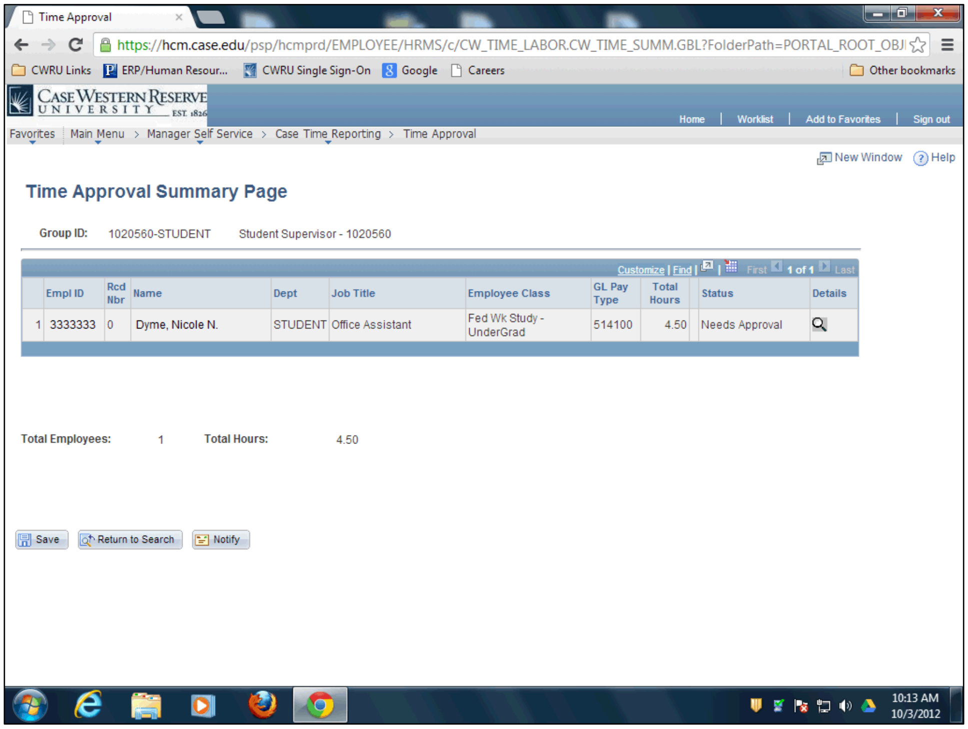
All time entry must be approved by the appropriate cutoff dates.

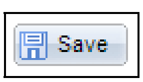


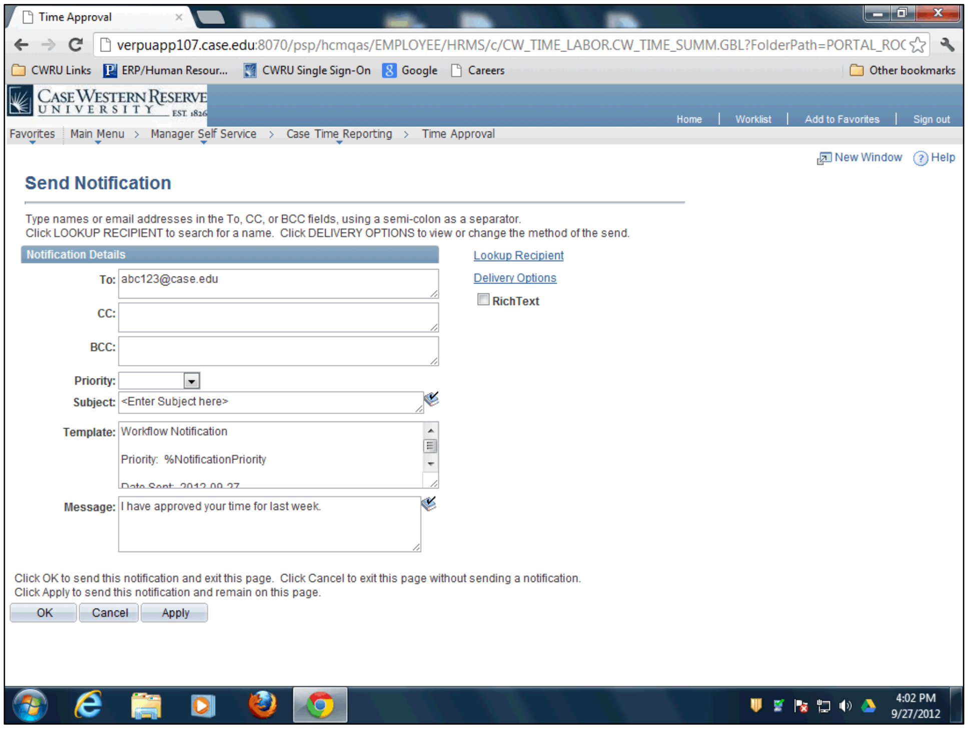
Step	Action
27.	**Note**: Clicking the Approve all button (without the **Through Date**) may cause future time entry rows to be approved. It is university policy that time cannot be approved in advance of the employee actually working it. 
28.	To remove the approval check marks from all time entry rows, click the **Unapprove all** button. 

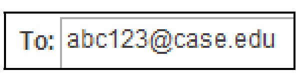
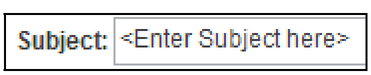
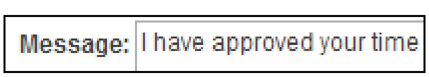


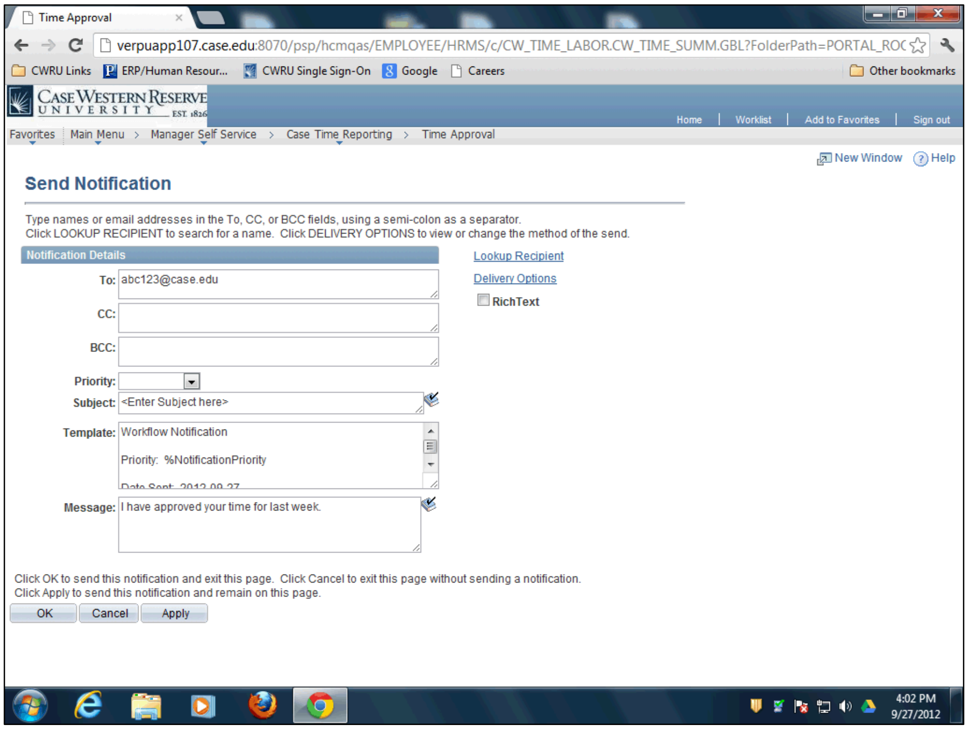
Step	Action
29.	Click the **Save** button. 
30.	Click the **Return** button. 

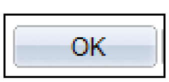


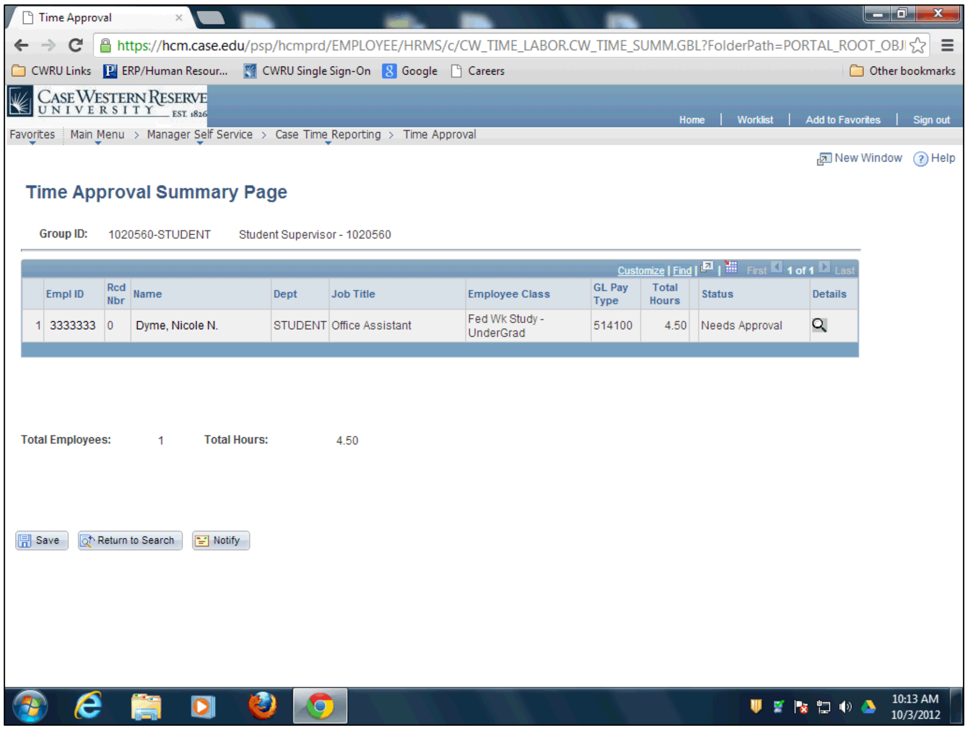
Step	Action
31.	Click the **Save** button from the **Time Approval Summary** page. 
32.	You can click the **Notify** button to send the student employee an email ntoification that the time was approved. 



Step	Action
33.	Enter the student employee's email address into the **To** field. 
34.	Enter a subject in the **Subject** field. 
35.	Enter a message in the **Message** field. 



Step	Action
36.	You can use the **Spell Check** icons to check the spelling of your subject and message text if desired. 
37.	Click the **OK** button. 



Step	Action
38.	Please remember to use the **Sign out** link when your session is finished. 
39.	**End of Procedure.**