Student Time Approval

Step	Action
1.	Click the **Manager Self Service** link. ▷ Manager Self Service
2.	Click the **Time Approval** link. Time Approval
3.	The Time Approval search screen appears. Click the **Search** button. Search
4.	All groups of employees that you supervise appear in the search results. Groups are designated by department, as well as by student employees. Click the **STUDENT** link. 1020810-STUDENT
5.	The Time Approval Summary Page appears. All employees that you supervise in the selected department appear in the list. Each employee has a data row. Relevant data included in each row are **Empl ID**, **Name**, Department (**Dept**, which is always listed as STUDENT), **Job Title**, **Employee Class**, **Total Hours** (year to date), and the **Status** of the employee's time sheet. Empl ID / Rcd Nbr / Name 1 1020812 / 0 / Cash,John
6.	To see a student's timesheet, click the **Details** button.
7.	The Exception Time Entry Approval screen appears. The **Std Weekly Hours** field displays the standard number of hours that the student is expected to work per week. The **Standard Rate** field displays the student's compensation per hour worked. Std Weekly Hours: 20.00 Standard Rate: 12.000000
8.	The **Date** column displays the date for each time entry. Each time entry row represents a maximum of one calendar day. A single day may be split into more than one time entry row if multiple TRC's or Speed Types are used (see following steps). *Date

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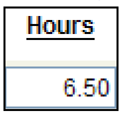
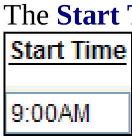
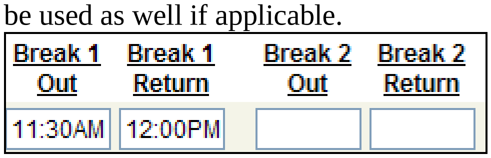
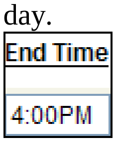
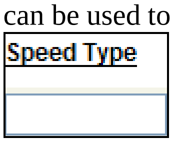
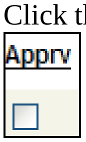
9.	The TRC column contains the Time Reporting Code for each time entry. Click the **TRC** list. 
10.	The TRC's available to students are **SWS** - Student Work Study, and **SNW** - Student Non-Work study. 
11.	The **Hours** field displays the total hours worked by a student in a single time entry. 
12.	The **Start Time** field is where the student entered his/her start time on a word day. 
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 be used as well if applicable. 
14.	The **End Time** field is entered by the student as the time when he/she left work for the day. 
15.	The **Speed Type** field is blank because all student compensation is charged to the Department ID. In the case of a student working on a funded project, the Speed Type field can be used to override the Department ID (found on the More tab). 
16.	Click the **Apprv** checkbox option to approve a single time entry. 

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17.	The **Dispute** option can be checked if the supervisor disputes the time that the student entered, in addition to speaking to the student and/or notifying the Office of Student Employment. **Please note:** selecting the Dispute checkbox alone does not alert Student Employment to a problem with a student employee. Please contact the office for assistance when appropriate. Dispute
18.	Time entry rows can be added or deleted using the **Add** and **Delete** buttons. Add Delete
19.	Click the **More** tab. More
20.	The More tab contains two more sets of Break fields. Break 3 Out, Break 3 Return, Break 4 Out, Break 4 Return
21.	The Override Rate field is used to change the student employee's hourly compensation. Override Rate
22.	The **Department** field contains the department ID that is charged (partially or completely) for this student's compensation. Department 231231
23.	The **Comments** field can be used to leave comments about a time entry row. Comments
24.	Click the **Time Entry** tab. Time Entry
25.	To approve all employee time entry rows up to the current date, click the **Approve All thru Date** button. The current system date is displayed in the Through field. Approve all
26.	Please note: Clicking the **Approve all** button may cause future time entry rows to be approved. It is University policy that time entry cannot be approved prior to the time being worked by the employee. Approve all

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27.	To remove all approval checkmarks from all time entry rows, click the **Unapprove All** button. 
28.	When all changes have been made, click **Save** to save the time sheet. 
29.	This completes the process of reviewing a student employee's time sheet. **End of Procedure.**