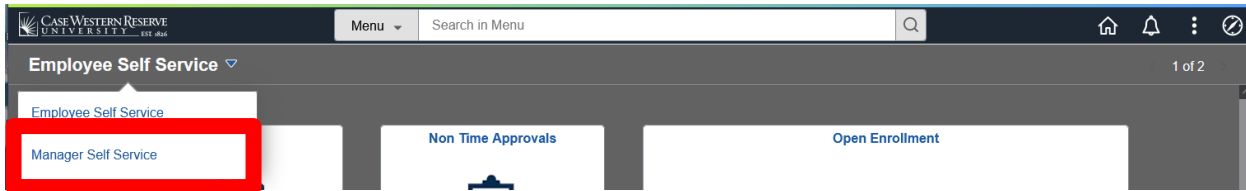


Student Time Approval

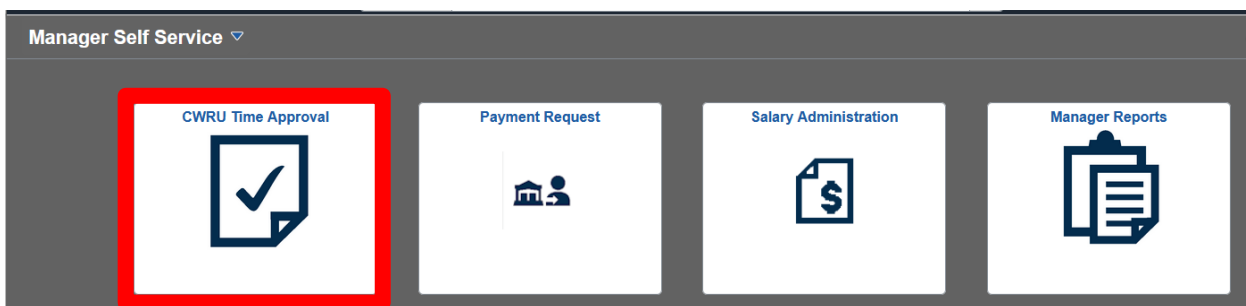
Procedure

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/controller/>



Step	Action
1.	Select the Manager Self Service home page.
2.	Select the Time Approval tile.



< Manager Self Service
Case Time Approval

Group ID Begins with

942 rows



1	101000-EXEMPT
2	101000-NONEX
3	101000-STUDENT
4	101701-EXEMPT
5	101701-STUDENT
6	101703-NONEX


Step	Action
3.	The Time Approval search page appears. The departments available to approve will be displayed. Student employees have Student in the department name.
4.	Scroll through the list or type in the department and select Search .

5. The Time Approval Summary page appears. All students that you supervise in the selected department will appear in the list.

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**.

Group ID 101000-STUDENT		Dept 101000 Student Employees							
Empl ID	Rcd Nbr	Name	Dept	Job Title	Employee Class	GL Pay Type	Total Hours	Status	Details
1	3123456	1 Student, Name1	STUDENT	Office Assistant	Undergrad Student	514100		No Time Reported	
2	3123457	0 Student2, Name2	STUDENT	Other	Summer Non Work Study- Undergr	514100	2.00	Needs Approval	
Total Employees 2					Total Hours 2.00				

Step	Action
6.	<p>To view a student's time sheet, click the Details look up button (magnifying glass).</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p style="text-align: center; margin: 0;">Details</p> <div style="text-align: center; margin-top: 5px;">  </div> </div>

Employee ID 3123456	Red 2	Student, Name1
Title Office Assistant	Empl Class Fed WK Study - UnderGrad	Department Test Department
Start Date 08/26/2019	Expected End Dt 05/09/2020	
Std Weekly Hours 20.00	Standard Rate 12.000000	
Total Entries 2	Total Hours 5.67	

2 rows

Time Entry Approval

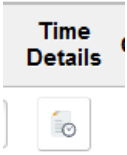
*Date	Day	TRC	Hours	Start Time	End Time	Time Details	Comments	Speed Type	Apprv	Dispute	Estimated Gross
02/21/2020	Fri	WSR	2.50	11:30AM	3:30PM				No	No	30.000
02/24/2020	Mon	WSR	3.17	12:00PM	3:10PM				No	No	38.040

*Through 03/03/2020

Step	Action
7.	<p>The Hourly Time Entry Approval screen appears.</p> <p>The Std Weekly Hours field displays the standard number of hours that the student is expected to work each week.</p> <p>The Standard Rate field displays the student's hourly compensation.</p>
8.	<p>The Date column displays the date for each time entry row. Each row can represent a maximum of one calendar day.</p> <p>Single days may be split into more than one time entry row if multiple Time Reporting Codes (TRCs) or Speed Types are used.</p>
9.	<p>The TRC column contains the Time Reporting Code for each time entry. To change a TRC, select an entry from the drop down list.</p> <p>Available TRCs for students are:</p> <ul style="list-style-type: none"> WSR - Work Study SWR – Summer 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
10.	The Hours field contains the total hours the employee worked for a single time entry row.
11.	The Start Time field is where the student entered his/her start time for the work day.
12.	For Time details click the icon and enter time including breaks. 

Cancel
Time Details
Done

Start Time

Break1 Start

Break2 Start

Break3 Start

Break 4 Start

Break1 Return

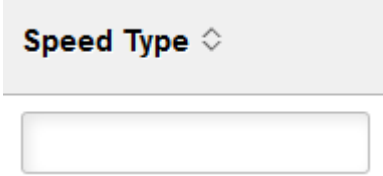


Break2 Return



Break3 Return

Break 4 Return

End Time

Hours

Step	Action
13.	<p>The Speed Type field is initially blank because all student compensation is charged to the Department ID.</p> <p>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.</p> 
14.	<p>A Comment field is available to enter more information.</p> 
15.	<p>To approve time change the button to approve.</p> 
16.	<p>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.</p> <p>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.</p>

Step	Action
17.	You can add or remove time entry rows using the Add and Delete buttons. 
18.	To approve all student 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. 
19.	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.
20.	To remove the approval check marks from all time entry rows, click the Unapprove All button.
21.	Click the Save button.