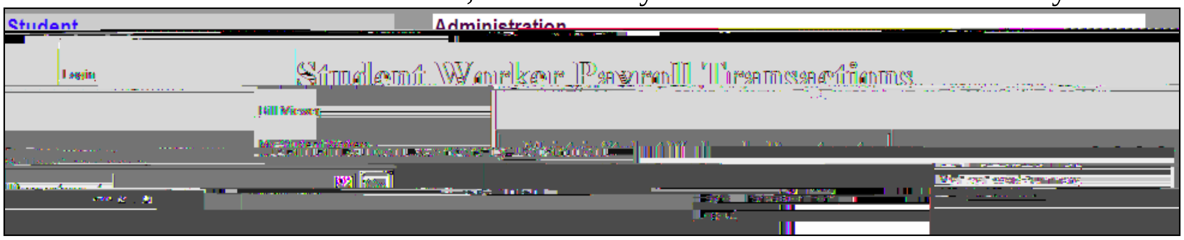
Time Card Procedures for Supervisors

Accessing the Time Card Functions

To access the Time Card functions, login to ***CLASS*** (if you have a student account, click

Adding a New Hire

1. On the Administration menu, click on “Payroll Transaction Form”. Select your



   Department from the drop down list (only departments you supervise will be listed), and click on the “Go” button.
2. On the next screen, if you know the student’s Id Number, key it in the form under “Add a New Student Worker”. Alternately, you can key in the name to search. To get the best results, the recommended method is to key the f6417(m)-3.4j62.3678(s)-1.7465( )-2.5365

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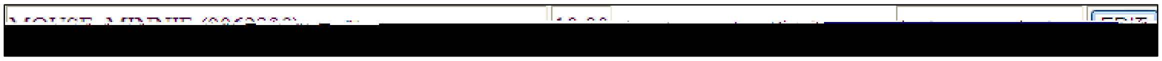
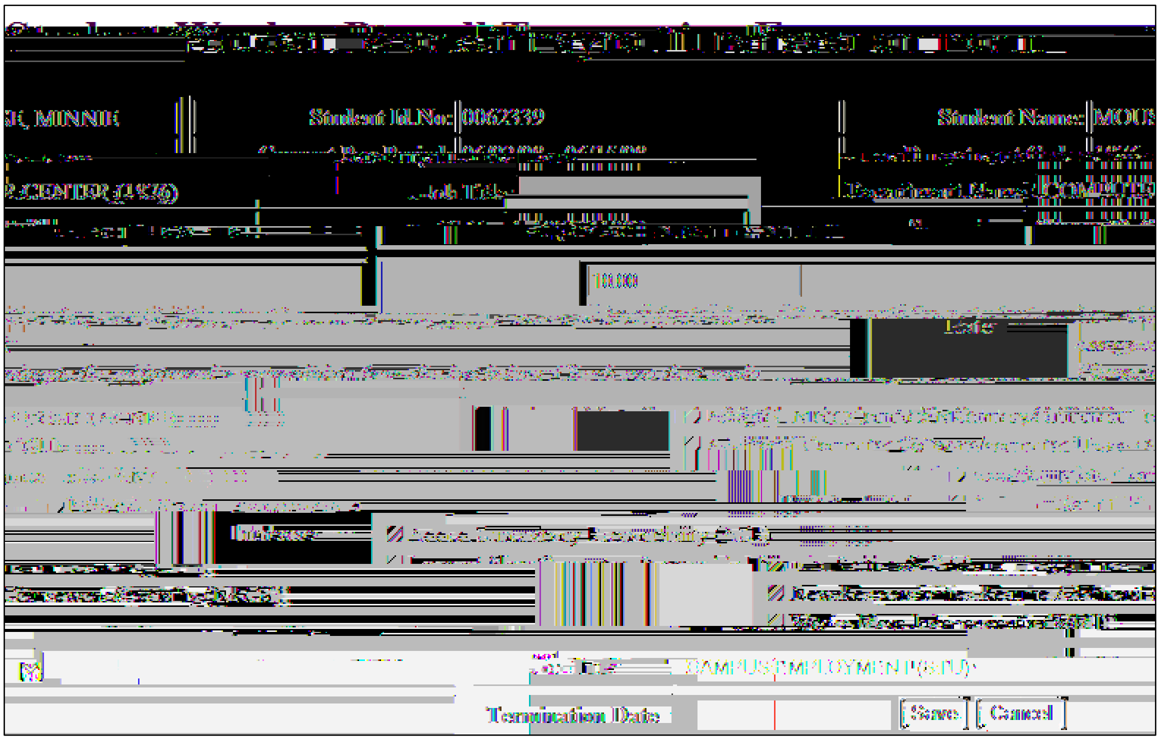
Termination

1. On the Administration menu, click on “Payroll Transaction Form” and then select your department from the drop down list and click the “Go” button.
2. Select the student from the list of workers and click the “EDIT” button.



3. The worker’s details are displayed on the next screen.



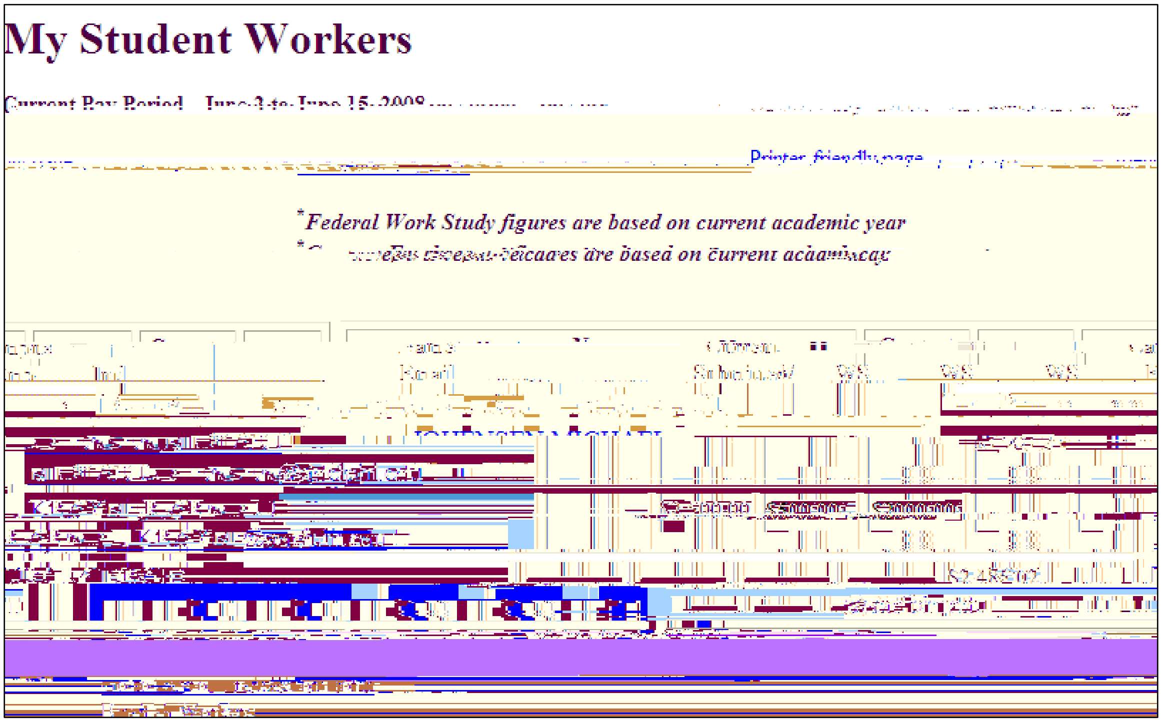
4. Key in the termination date (mm/dd/yy format) and click the “Save” button. The worker will no longer be able to add or edit time cards and will be marked as terminated on your list of workers.

Rate Increase

1. On the Administration menu, click on "Payroll Transaction Form" and then select

My Student Workers

1. This option displays all the workers you supervise, broken down by department. It is an easy way to email and view your workers.



2. The grid displays:
    - Name and email.
        - Click on the name to view the detail of OPEN time cards for this student.
        - Click on the email address to send an email to the student.
    - Current Submitted/Approved. Displays dollar amount (if any) of the time cards submitted by the student this pay period.
    - WS Elig – Total Amount this student is eligible for Work Study (if any).
    - WS Earned – If student is eligible for Work Study, the amount of his/her work study dollars earned so far.
    - WS Balance – If student is eligible for Work Study, the work study amount remaining.
    - Campus Emp Earned – amount of NON Work Study dollars (regular campus employment) earned.
    - Intl Student – denotes if this is an International Student.
3. The bottom of this screen has two links.
    - Go to Payroll Transaction Form – brings you to the Payroll Transaction Form Page
    - Email all Workers – click on this link to send one email to ALL the students (excluding terminated).

Approving Time Cards

My Pay Period Summary

1. This option displays all OPEN time cards for the current pay period.

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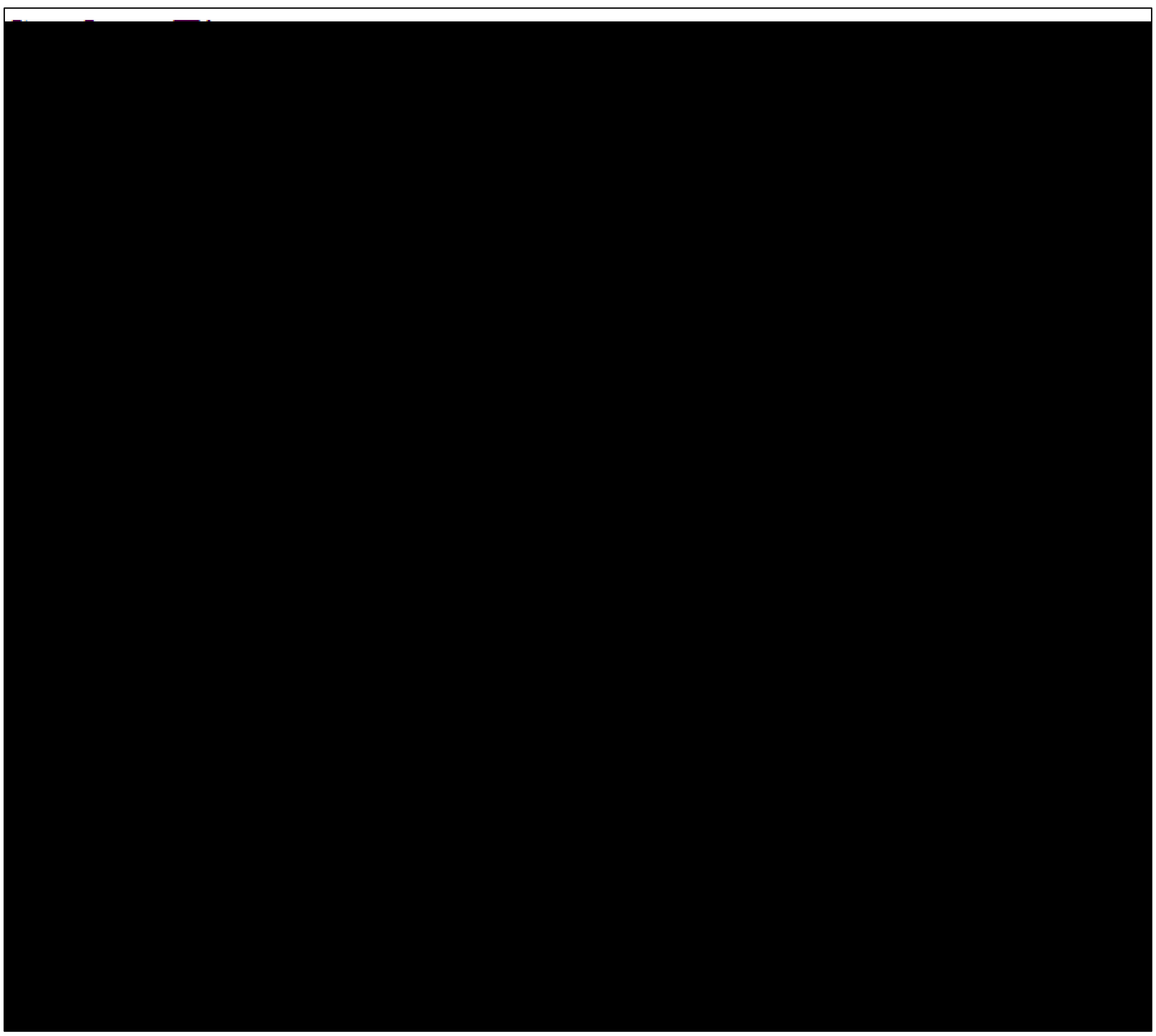
2. To Approve ALL time cards with status of “Submitted” click the “Approve All Submitted Time Cards” button located above the grid. Please note, once approved the time cards can no longer be edited. This should only be done when no further review of individual time cards is required. For example, suppose you know that two of the time cards are incorrect and the rest are fine. The best way to handle this is to review the two incorrect time cards and “reject” them (see Step 3. through 8 below), and then press the “Approve All Submitted Time Cards” to approve the others.

Individual Time Card Review

3. To review an individual time card, click on the time card you wish to review. ***You can only approve/reject a time card with status “SUBMITTED”.***



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7. To APPROVE the time card, check the "CONFIRM APPROVAL" checkbox, and then click the "Approve" button. The status will change to "Approved". The time CANNOT be edited once approved.
8. If you do not wish to approve the time card, and need more information from the student, you can Reject the time card at this point. Click the "Reject" button to reject the time card. The status will change to "Rejected" and the time card will appear on the student's time card screen as "Reject

Viewing Paid Time Cards

1. Choose “My Pay Period Summary”. On the bottom of the screen, click on the View paid time cards link.
2. A grid of paid time cards is displayed.
3. You can sort the grid by name, by clicking on “Name” in the heading.
4. To view an individual time card, click on the time card number to display the