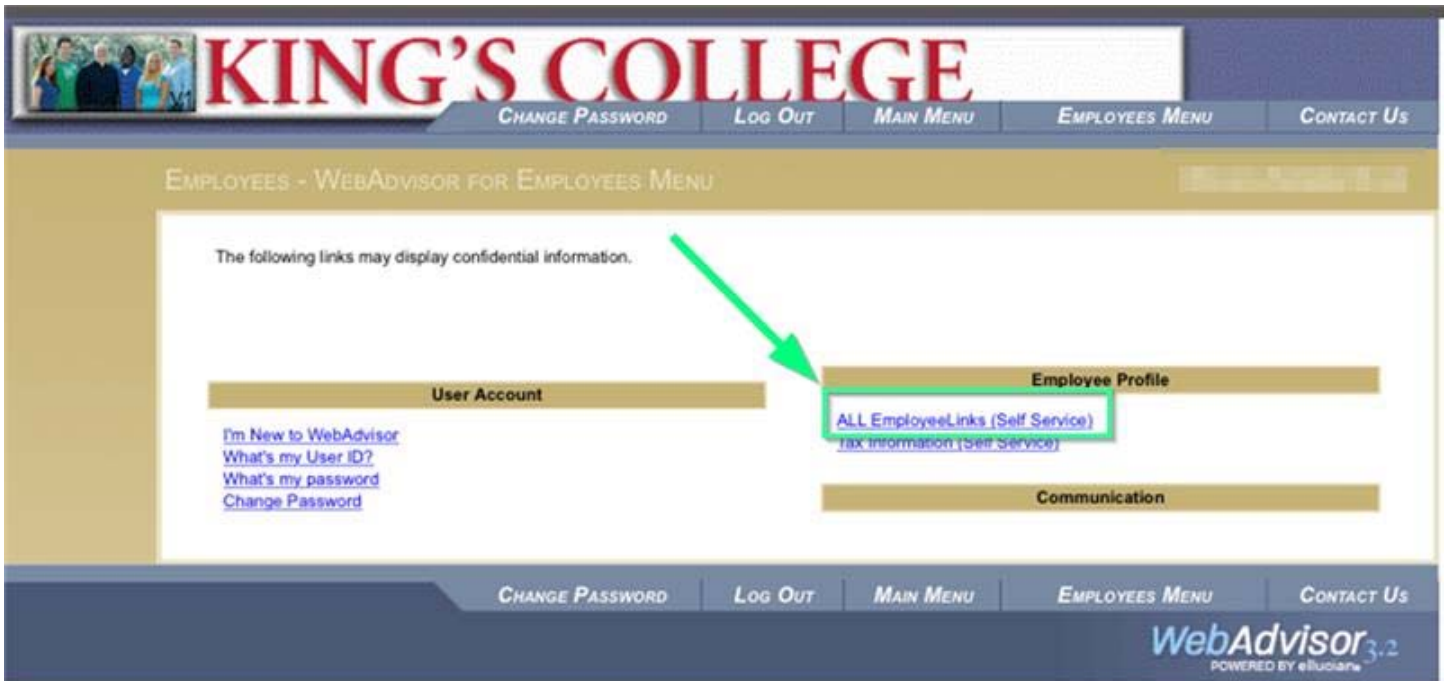
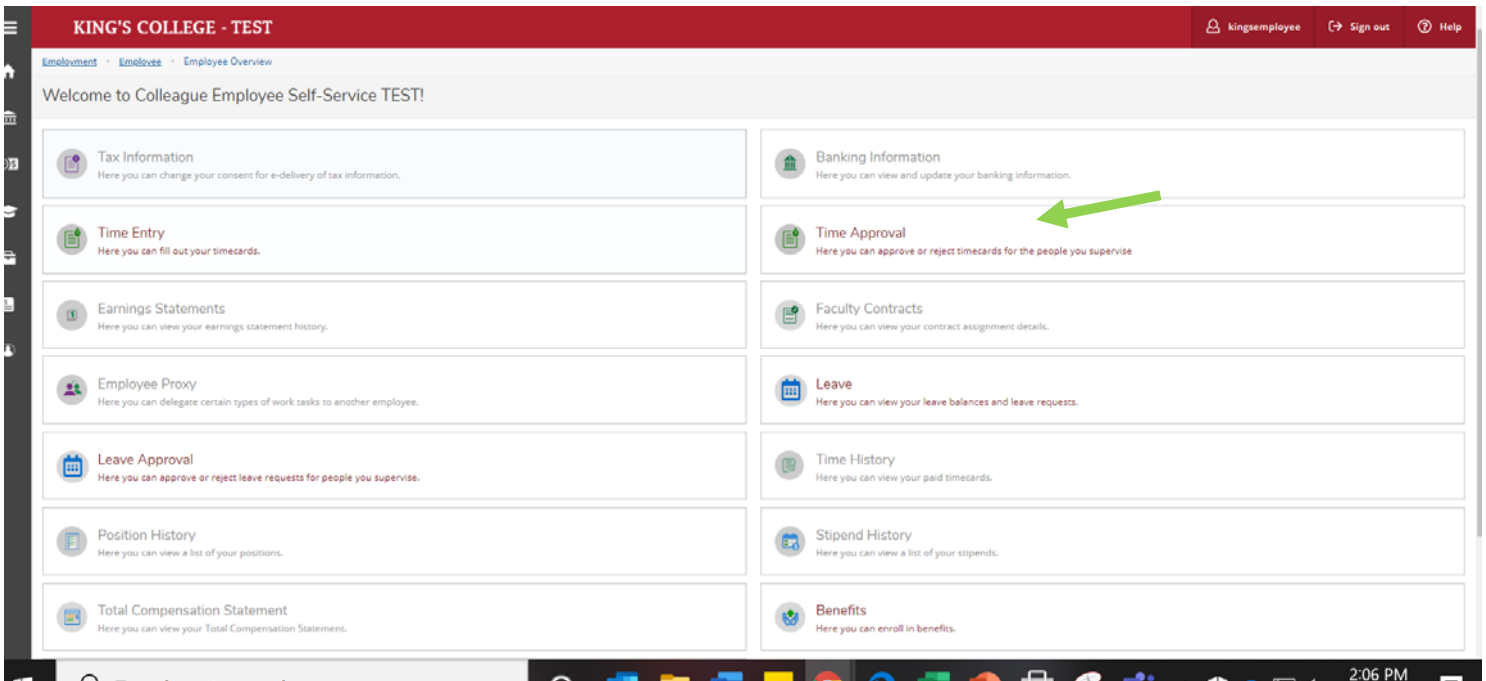


Supervisor Instructions to Approve Timecards

From your Web-advisor Employee Menu, select, the All Employee Links Self Service option.



Select Time Approval



This screen allows you to view:

- *all employees that complete timecards and report to you.
- *the pay cycles
- *timecard reporting period
- *status of each card

Select the Employee that you wish to review the timecard for. Click on the arrow to expand the view.

The screenshot shows a web interface for reviewing timecards. On the left, there are filter sections for 'Pay Cycles' and 'Status'. The 'Pay Cycles' section has a 'STUDENT CYCLE' checkbox checked, with a list of dates below it. The 'Status' section has checkboxes for Submitted, Not Complete, No Time Entered, Approved, and Rejected. Below these are 'Reset Filters' and 'Apply Filters' buttons. The main area features a search bar and a table with columns: Pay Cycle, Pay Period, Due By, Status, Total Hours, Regular Hours, Overtime Hours, and Additional Hours. The table shows one entry for 'Student, Kings - 1347927' with a dropdown arrow on the left. A green arrow points to this dropdown arrow.

This employee has a previous pay cycle card that has been approved and new one submitted. Click view to expand the timecard submitted.

This screenshot shows the same interface as the previous one, but with the table expanded. The table now contains two rows for the employee 'Student, Kings - 1347927'. The first row is for a 'STUDENT CYCLE' with a status of 'Approved', a total of 21.25 hours, and a 'View' link. The second row is for a 'STUDENT CYCLE' with a status of 'Submitted', a total of 24.00 hours, and a 'View' link. A green arrow points to the 'View' link in the second row.

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours	
STUDENT CYCLE	06/20/2021-07/03/2021	7/5/2021 12:00 PM	Approved	21.25	21.25	0.00	0.00	Unapprove Reject Comments View
STUDENT CYCLE	07/04/2021-07/17/2021	7/19/2021 12:00 PM	Submitted	24.00	24.00	0.00	0.00	Approve Reject Comments View

This will show only one week of the submitted pay cycle. Verify that the timecard is correct, and you then can approve, or select Other Actions to proceed.

Once you have completed this week, select the next submitted week for review.

Time Approval - Student, Kings

Week 07/04/2021 - 07/10/2021
12.00 Total Hours
Submitted

5312K00STUAID1 • Student Aide (cwt) 5312
Employee: Kings • Human Resources • Main Campus
12.00 | Submitted

Earn Type	Sun 7/4	Mon 7/5	Tue 7/6	Wed 7/7	Thu 7/8	Fri 7/9	Sat 7/10	Total
Federal Work Study	00:00 AM	8:30 AM	8:30 AM	00:00 AM	8:30 AM	00:00 AM	00:00 AM	12.00
	00:00 AM	12:30 PM	12:30 PM	00:00 AM	12:30 PM	00:00 AM	00:00 AM	
Position Total Hours:	0.00	4.00	4.00	0.00	4.00	0.00	0.00	12.00

Weekly Totals

Daily Total Hours:	0.00	4.00	4.00	0.00	4.00	0.00	0.00	12.00
Regular Hours:								12.00

When you return to the Employee's Time Approval screen you will now see that all submitted time has been approved.

Time Approval

Search for Employee
Employee Name or ID

Page 1 of 1

Total: 1

Pay Cycle	Pay Period	Due By	Status	Total Hours	Regular Hours	Overtime Hours	Additional Hours
Student, Kings - 1347927							
STUDENT CYCLE	06/20/2021 - 07/03/2021	7/5/2021 12:00 PM	Approved	21.25	21.25	0.00	0.00
				✓ Unapprove	ⓘ Reject	💬 Comments	⋮ View
STUDENT CYCLE	07/04/2021 - 07/17/2021	7/19/2021 12:00 PM	Approved	24.00	24.00	0.00	0.00
				✓ Unapprove	ⓘ Reject	💬 Comments	⋮ View
	07/04/2021 - 07/10/2021		Approved	12.00	12.00	0.00	0.00
				✓ Unapprove	ⓘ Reject	💬 Comments	⋮ View
	07/11/2021 - 07/17/2021		Approved	12.00	12.00	0.00	0.00
				✓ Unapprove	ⓘ Reject	💬 Comments	⋮ View