Web Time Entry - Supervisor Instructions for Approving Student Timecards

Web Time Entry is the online process for student employees to submit their hours to be paid each pay period. Once the student employee has electronically signed the time entry form, a system generated email notifies the Supervisor that the employee’s time is ready to be approved on ISIS for Employees.

1. Supervisors can access ISIS for Employees by clicking on Login in the upper left corner of Mount Holyoke College’s main website www.mtholyoke.edu.
2. Click on the ISIS link under the Login section.
3. Click on the Log In tab or log in link.
4. Enter your user ID and password.* Click submit.

*This is the same username & password used to access the MHC email system.
5. From the Employees ISIS Menu, under the Web Time Entry & Approval section, click on *For Supervisors: Web Time Entry Approval* to access employee timecards.
6. The *For Supervisors: Web Time Approval* form displays all the employees that report to you. The *Review Entry* column is already checked for the student employees that have submitted their hours for the current pay period. Click on Submit to access the first employee’s timecard.*

*As you approve each employee’s timecard, the system will automatically bring up the next employee’s timecard that has the review entry box checked. If you have biweekly employees that report to you and have submitted hours, you can click on the review entry box to remove the check box, and the system will not pull up the timecard.*
7. If you are approving time entries as an Alternate Supervisor, you would follow steps 1-6 noted above. The only difference is when you are on step #6 **B E F O R E** you click on Submit, you will need to click in the drop down box below: *Approve time entries on behalf of.* Click on the title of the Supervisor you are approving the time entries for in his/her absence.
8. The top of the *Time Entry* form displays the Student employee's name, title, pay period end date, pay cycle, department and deadline for the Supervisor to approve the employee's timecard.* It also displays any sick time hours the student has accrued to date.

*The typical deadline for time entry approval is Tuesday noon of the week in which the employee is being paid. This may change when holidays fall within the pay period. Payroll will notify departments of any change to the deadline.*
9. The middle section displays the number of regular or overtime hours the student employee has worked, and any sick time hours the student may have taken during the two week pay period.*

*Students are not eligible to accrue or use sick leave during the academic year. They may, however, accrue and use sick leave during summer break. If a student is sick during a shift in the summer, those hours would display in the sick leave column.
10. The bottom of the *Time Entry* form displays whether the employee has electronically signed the time entry as complete. It also displays the Supervisor Decision, an email subject field and comment field. If the Supervisor needs to reject the time entry due to an error in submission, an email subject and comment is required.*

*We do not recommend a supervisor rejecting a timecard back to a student unless it is BEFORE the employee deadline of Monday at 2:00 p.m. on the week in which they are paid, and there is sufficient time for the student to make the change and send the timecard back to the supervisor for approval. If there is not enough time or the employee deadline has passed, the supervisor will make the correction to the timecard prior to approving it.*
11. To approve the timecard, click on the Supervisor Decision drop down box and click on "Approve". Click Submit. When approving the timecard, the subject and comment fields are not required to be completed. A system generated email goes to the student notifying her the time was approved.
12. If an error is discovered on the timecard, the supervisor needs to access the time in/time out detail for the shifts the student worked in order to make any changes. Click on the check box which states “Employee has time in/out data. To review it check the box” and click Submit.
13. The timecard displays the time in and time out for the shifts the student worked. To correct an entry, click in the time in or time out field and type the corrected time for the start and/or end of the student’s shift.
14. Once all changes have been made, the timecard is ready to be approved. Click on the drop down box for Supervisor decision* and click *approve.* Type a subject in the “enter email subject” field. Type a note regarding the change that was made to the timecard in the “supervisor comments” box, i.e. “I changed your start time to 10:00 a.m. from 9:00 a.m. per our discussion.” Click on submit.
15. The supervisor will receive a confirmation indicating the timecard review has been completed. A system generated email is sent to the student notifying her that the time has been approved.
16. The History of the timecards from previous pay periods for the employees that report to you is stored online. You can access this by clicking on the *For Supervisors: Web Time History* link.
17. This form will display the employees that report to you. Click on the *Review Entry* column for the employee’s timecard that you want to review. Click Submit.
18. Choose the Year of the pay period end date that you want to review. Click Submit.
19. Select the pay period you want to display by checking off the box in the "Choose Only One" column. Click Submit.
20. The Time History will display the hours that were submitted by the Employee and approved by the Supervisor* for the pay period end date. Note the *TYPE* field, it displays that it is the final record (if it was for the current pay period, the type would be noted as*draft*). The Time history also displays the electronic signature of the Employee, the Supervisor Decision and the date and time the employee completed the timecard and the supervisor logged the decision.

*If the Supervisor did not approve the timecard during the payroll process, the timecard would need to be approved here after the payroll closes and the *TYPE* indicates final record. In the supervisor decision box, click on *approve* and then click Submit.

![Time History screenshot](image)