Web Time Entry Frequently Asked Questions

For Student Supervisors: FAQs

What is the deadline for approving timecards for the student bi-weekly pay period?
The typical deadline to approve the timecards is by 12:00 p.m. Tuesday of the week in which the student is being paid. This may change when holidays fall within the pay period. Payroll will notify departments of any change to the deadline.

What if a student makes an error on the timecard and I have NOT approved it?
You can make changes to the student’s timecard. It is important to note that you need to make the change from the detail time in and time out form and not from the time entry summary form when you first access the student’s timecard. From the time entry summary form, click on the time in/time out data box located under the summary of hours and click submit to drill into the detail of the shifts the student has worked. Click on the time in and/or time out field of the shift that contains the error and type the corrected time. Once you have made the appropriate changes, you can approve the timecard. When approving the timecard, it is important that you include a message in the Supervisor comments field notifying the employee of the changes you made to the timecard.

What if a student makes an error on the timecard and I have ALREADY approved it?
If it is before the Supervisor deadline, you can make the change. You click on *For Supervisors: Web Time Approval* link and click on the *Review Entry* box (the *Approve* box is already selected). Both the *Review Entry* box and the *Approve* box need to be checked in order to access the timecard. You can then make any changes, click *Approve* in the Supervisor Decision box, and include a message in the Supervisor comments field notifying the employee of the change.

What if a student forgets to sign the timecard?
You will still approve the timecard. When approving the timecard, you will include a message in the Supervisor comments field reminding the student that the timecard still needs to be signed as soon as the payroll closes for that pay period (Friday).

What if I will be unavailable to approve a student’s timecard for a particular pay period?
Each Supervisor has an alternate supervisor that they have selected as backup. If the alternate is unavailable as well, the timecard will still be processed through payroll without the Supervisor approval. However, you will need to review and approve the timecard after the payroll has closed for that pay period (Friday). You can approve the timecard by clicking on the *For Supervisors: Web Time History* link in the Web Time Entry & Approval section of the Employees Menu. If there were any errors on the timecard, you will need to notify Payroll and manual adjustments will be made in the next student bi-weekly payroll.

What if I or my student employee discovers an error on a timecard that has already been processed through Payroll?
Please call Payroll right away. All adjustments for previous payrolls must be handled by Payroll.

What if a student employee is out sick during her scheduled shift?
During the summer break, students are eligible to accrue and use sick time. The student may use any accrued sick hours toward the hours she missed for her shift. You would see those hours logged in the sick hours column. To make sure the student has enough sick hours available, review the student’s sick leave balance at the top of the timecard. During the academic year, the student is not eligible to accrue or use sick time. If a student misses a shift, she would not be paid for those hours. As the supervisor, you can allow her to make up her shift at another time, if feasible.