

## Time Sheet Supervisor Tool FAQ

### Where is the time sheet tool?

You can find the link to the time sheet tool in the Heart under Work Life. Scroll down and in the middle you will find the Student Employment box with the Time Sheet Supervisor as the first link.

### How do I get access to it?

To be set up as an approver in the time sheet tool, please have your supervisor contact Pat Houser, [housepa@earlham.edu](mailto:housepa@earlham.edu). She will need to know your name, department name and budget code.

### How do I add new student employees?

Once you have hired a new student in your department and they have completed all their paperwork with HR, they need to be added to the time sheet tool to log their work hours so that they can get paid.

- Log into Time Sheet Supervisor and select the correct department.
- Scroll all the way to the bottom where it says "Create New Worker"
- Type in the student's last name and set them up as either clock in/clock out (students have to remember to clock in at the beginning of a shift and clock out at the end) or full control (students can just type in the hours they worked at any point).
- Hit "Create Worker" and select the student you want to add to your department.

The screenshot shows the Firefox browser window displaying the Time Sheet Supervisor Tool. The address bar shows the URL: [https://ssb.earlham.edu/frog/ewgktmsh.p\\_timesheet\\_supv](https://ssb.earlham.edu/frog/ewgktmsh.p_timesheet_supv). The page header includes the Earlham logo and navigation links for 'Sign Out' and 'Help'. The main content area shows the 'Time Out' section with a date of 'Mar. 01' and a time of '10:16'. Below this are buttons for 'Create Record', 'Email your workers', and 'View Time Sheet Statistics'. The 'Create New Worker' section is circled in red and contains a 'Last Name' input field, a 'Worker Time Entry' dropdown menu with 'Clock-In/Clock-Out' selected, and a 'Create Worker' button. The footer includes the copyright notice '© 2021 Ellucian Company L.P. and its affiliates.' and the release date 'RELEASE: 1.0 (09-OCT-2009)'. The taskbar at the bottom shows various application icons.

## How do I remove students who no longer work for the department?

When a student is leaving their position, please remove them from your department in the time sheet tool to protect their privacy. To do so, just select the "Remove Worker" option all the way on the right next to the student you want to remove.

The screenshot shows the 'Time Sheets for 0550 - Sustainability ending on March 13, 2021' page. The table lists workers with columns for Name, Date(s), Time In, Time Out, Hours Worked, IP In, IP Out, Worker Approved, Supervisor Approved, and Actions. The 'Remove Worker' button in the Actions column for each worker is circled in red.

Name	Date(s)	Time In	Time Out	Hours Worked	IP In	IP Out	Worker Approved	Supervisor Approved	Actions
[Redacted]	Entry Type: Clock-In			Work Study Status: Work Award Hrs/Wk: 10	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Remove Worker
[Redacted]	Entry Type: Clock-In			Work Study Status: Work Award Hrs/Wk: 10	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Remove Worker
[Redacted]	Entry Type: Clock-In			Work Study Status: Work Study Hrs/Wk: 10	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Remove Worker
[Redacted]	Entry Type: Clock-In Mon, Mar. 01- 10:00 AM			Work Study Status: Work Study Hrs/Wk: 10 159.28.41.146	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Remove Worker

## How do I approve students' hours?

Students get paid on a biweekly basis and every other week on Fridays you and the students will receive an email from Pat Houser that it's time to approve students time sheets. The students should review and approve their hours first before you go in and approve their hours as well. You have until **noon on the following Monday** to approve their hours. If you do not approve the hours on time, the students will not get paid!

- When you log into the time sheet tool, make sure you pick the correct account and pay period. If you log in on Mondays to approve, you will have to go back to the prior pay period.

The screenshot shows the 'Time Sheet Supervisor Tool' interface. The 'Account' is set to '0550 - Sustainability' and the 'Pay Period Ending' is set to 'March 13, 2021'. A dropdown menu is open showing a list of pay periods. Below the menu, a table displays worker hours for the selected pay period.

Name	Time In	Time Out	Hours Worked	IP In	IP Out	Worker Approved	Supervisor Approved	Actions
[Redacted]			Work Study Status: Work Award Hrs/Wk: 10	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Remove Worker
[Redacted]	12:58 PM	04:00 PM	3.03	159.28.45.238	159.28.45.238	[Redacted]	[Redacted]	Remove Worker
[Redacted]	01:04 PM	03:17 PM	2.22	159.28.45.238	159.28.45.238	[Redacted]	[Redacted]	Remove Worker

- *Review each student's hours from the past two weeks to make sure they are accurate. If you notice discrepancies you can adjust them two ways:*
  - *You can completely remove the hours for a certain day by selecting the X on the right side*
  - *You can edit existing hours by selecting the pencil icon on the right, this will prompt you to select the correct date and time. Times have to be entered in 24 hour format.*

Time Sheets for 0550 - Sustainability ending on March 13, 2021

Name	Date(s)	Time In	Time Out	Hours Worked	IP In	IP Out	Worker Approved	Supervisor Approved	Actions
[Redacted]	Entry Type: Clock-In			Work Study Status: Work Award Hrs/Wk: 10	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Remove Worker
[Redacted]	Entry Type: Clock-In			Work Study Status: Work Award Hrs/Wk: 10	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Remove Worker
[Redacted]	Entry Type: Clock-In			Work Study Status: Work Study Hrs/Wk: 10	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Remove Worker
[Redacted]	Mon, Mar. 01-	10:00 AM		Work Study Status: Work Study Hrs/Wk: 10	159.28.41.146		[Redacted]	[Redacted]	Remove Worker

\* Indicates workers that have NOT filled out the required tax forms in order to be paid.

- *Once all the hours are correct, just type Yes in the box next to each student and hit submit at the bottom of the page. The students should have approved their hours first and you will see that they have typed Yes next to their hours as well.*

Time Sheets for 0550 - Sustainability ending on March 13, 2021

Name	Date(s)	Time In	Time Out	Hours Worked	IP In	IP Out	Worker Approved	Supervisor Approved	Actions
[Redacted]	Entry Type: Clock-In			Work Study Status: Work Award Hrs/Wk: 10	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Remove Worker
[Redacted]	Entry Type: Clock-In			Work Study Status: Work Award Hrs/Wk: 10	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Remove Worker
[Redacted]	Entry Type: Clock-In			Work Study Status: Work Study Hrs/Wk: 10	[Redacted]	[Redacted]	[Redacted]	[Redacted]	Remove Worker
[Redacted]	Mon, Mar. 01-	10:00 AM		Work Study Status: Work Study Hrs/Wk: 10	159.28.41.146		[Redacted]	[Redacted]	Remove Worker

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