

To approve student timecards:

Under your manager workspace, select the “Approve Timecards” widget on the right.

Manager Workspace

Exceptions

Current Pay Period: [dropdown] All Home: [dropdown]

Details

Name	Missing Punches	Late In	Early In and Out	Late Out	Unexcused Absence	Total
Hicks, Steven V						0
Klein, Cyril M						0
Dairo, Ghaffar						0
Benning, Alan M						0
Main, Douglas C						0
Jones, Luke T						0
Perkins, Rachel L						0
Holland, Bernard K						0
Pisarik, Jacob J						0
Winters, Laurie S						0
Lanske, Theodore L						0
Lavrenz, Michael T						0
Rinnels, Judy						0
McLey, Arthur						0

Right sidebar menu:

- Exceptions
- Schedule Editor
- Accruals
- Approval Summary
- Approve Timecards
- Employee Summary
- PTO Review
- Reconcile Timecards
- Timecard Approval Process
- Request Manager
- Quick Find

On the “WC Approve Timecards” screen, select the following:

- From the Show dropdown, select “students.”
- From the Time Period drop down, select “current pay period” if you are approving within the scope of the current month (i.e. approving timecards on May 27th when the pay period ends on May 31st) OR select “previous pay period” if you are approving after the month has ended (i.e. approving timecards on June 1st when the pay period ended on May 31st)
- From the Actions drop down in the blue bar, select “Select All.”
- Click on “Timecard” (above the bold text of WC Approve Timecards).

Manager Workspace

Approve Timecards

Approve Timecards

Timecard | Schedule | Reports

WC APPROVE TIMECARDS

Last Refreshed: 10:00 AM

Show: Students Time Period: Current Pay Period Refresh

Actions Amount Approvals

Select All

Process Employee Totals

E-mail

Print

Export to Excel

Export to CSV

Actions	Amount	Approvals	Unreviewed Exceptions	Unexcused Absence
1 #	Employee Approval	Manager Approval		
			0	
			0	
			0	

Toggle among your student timecards using the blue arrows next to the student's ID number in the middle of the page.

Check for the following items:

- Correct any missing punches.
- Make sure all sets of in/out punches have a transfer set entered and the transfer sets are correct. If not, be sure to enter a transfer set or contact the manager that needs to enter the appropriate transfer set if the hours do not belong to your department. (If you are not able to perform a transfer, please email a screenshot of the error to studentemployment@wartburg.edu for assistance.)
- Correct any "purple punches." Purple punches indicate that an employee punched into a position, forgot to punch out, and then punched into another position. The second punch in is acting as the "punch out" for the previous position AND the "punch in" for the next position. The manager will need to go in and add in the correct "punch out" for their first position. You would need to add a line (return arrow on the left of the page) for that date, add the correct in/out times, add the transfer set, delete the previous in punch from the initial line that is incorrect (you cannot delete the purple punch), and then click save.
- Review work hour totals in the bottom left hand corner.

Do NOT delete punches that are being charged to other departments OR that are accidentally being charged to your department even though you are confident that those hours were not worked in your area. Please follow up with the student and/or the student's other supervisors to see if the student had accidentally selected the wrong position when clocking in for another department. If the hours are legit, the student's other manager simply needs to make a transfer.

Timecard | [Schedule](#) | [Reports](#)

TIMECARD

Loaded: 10:46AM

Name & ID Jones, Luke T 795082

1 of 3

Time Period Current Pay Period

Save	Actions	Punch	Amount	Accruals	Comment	Approvals	Reports
		Date	Pay Code	Amount	In	Transfer	
X		Fri 4/01					
X		Sat 4/02					
X		Sun 4/03					
X		Mon 4/04					
X		Tue 4/05			9:38AM	SEC/SECOFFASTCSECURITY-OFFICE CE/-/1 00	
X		Tue 4/05			11:57AM	SEC/SECOFFASTCSECURITY-OFFICE CE/-/1 00	
X		Wed 4/06					
X		Thu 4/07			9:44AM	SEC/SECOFFASTCSECURITY-OFFICE CE/-/1 00	
X		Thu 4/07			1:24PM	SEC/SECOFFASTCSECURITY-OFFICE CE/-/1 00	
X		Fri 4/08					
X		Sat 4/09					
X		Sun 4/10					
X		Mon 4/11					

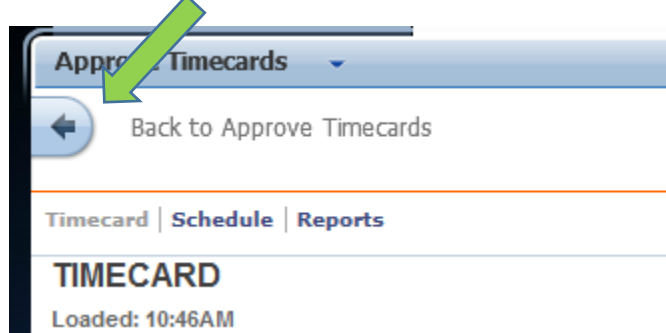
TOTALS & SCHEDULE

ACCRUALS

AUDITS

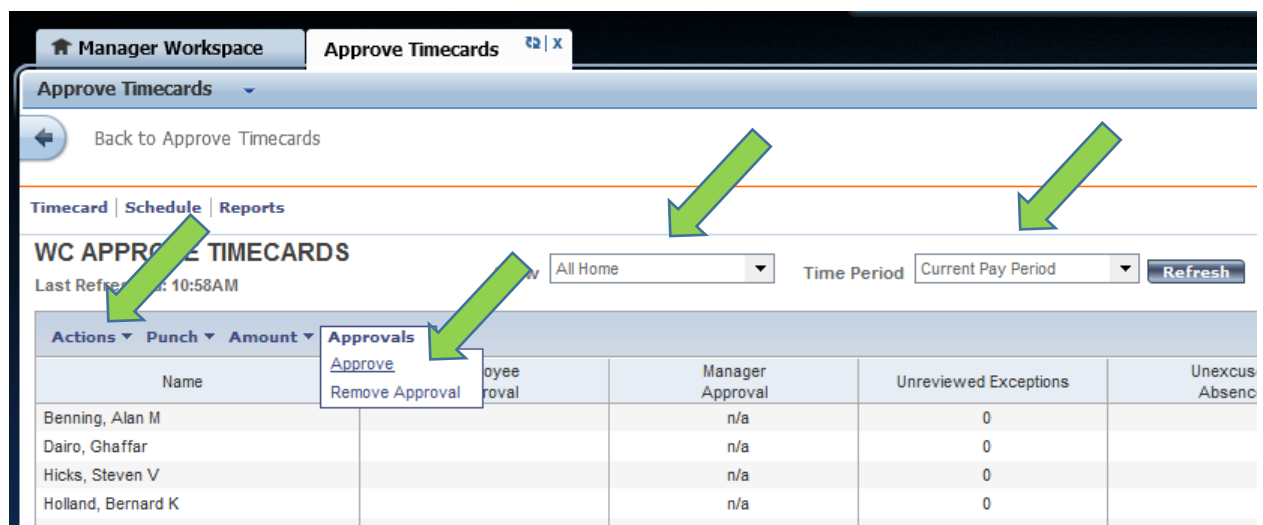
Account	Pay Code	Amount	Accrual Code
...-OFFICE CE/-/1 00 417 700 0000/79359/795082/-	Regular	9.0	

After you have reviewed all of your student timecards and everything has been reconciled, you will need to approve your student timecards. Utilize the back arrow button to return to the “Approve Timecards” opening screen.



On the “WC Approve Timecards” screen, select the following:

- From the Show dropdown, select “students.”
- From the Time Period drop down, select “current pay period” if you are approving within the scope of the current month (i.e. approving timecards on April 28th when the pay period ends on April 30th) OR select “previous pay period” if you are approving after the month has ended (i.e. approving timecards on May 2nd when the pay period ended on April 30th)
- If approving all of your student timecards at once - From the Actions drop down in the blue bar, select “Select All.” Otherwise, you can click on individual student names and approve on an individual basis.
- From the Approvals dropdown, select “Approve.” It will then ask you to confirm this action; select “yes.”



This Approve Timecard widget does not work to verify your approval.

However, you can spot check some of your student's individual timecards to verify that your approval was accepted.

Go into a student's individual timecard screen and note the following:

- From the Time Period drop down, select "current pay period" if you are approving within the scope of the current month (i.e. approving timecards on May 27th when the pay period ends on May 31st) OR select "previous pay period" if you are approving after the month has ended (i.e. approving timecards on June 1st when the pay period ended on May 31st)
- Click on the "Sign-Offs, Requests, & Approvals" tab at the bottom of the screen.
- On this tab, note that the account was approved by you. Your name will display in the "user" column.
- Also, note that the correct date in which you approved the timecard is displayed.

(If the correct date in which you approved the timecard is not displayed, please un-approve the student timecards and re-approve the student timecards. The wrong date can display if you happen to approve the student timecards earlier in the month by accident.)

Please note that you should REVIEW timecards weekly but only APPROVE timecards once at the end of the month after the student is done working.

TOTALS & SCHEDULE | ACCRUALS | AUDITS | SIGN-OFFS, REQUESTS & APPROVALS

Action Taken

Action Taken	Effective Date	Start Time	A...	Re...	Co...	Note	User	Date	Time
Account Approval by ...	5/31/2016						colleen.ulrich	5/20/2016	11:59AM

