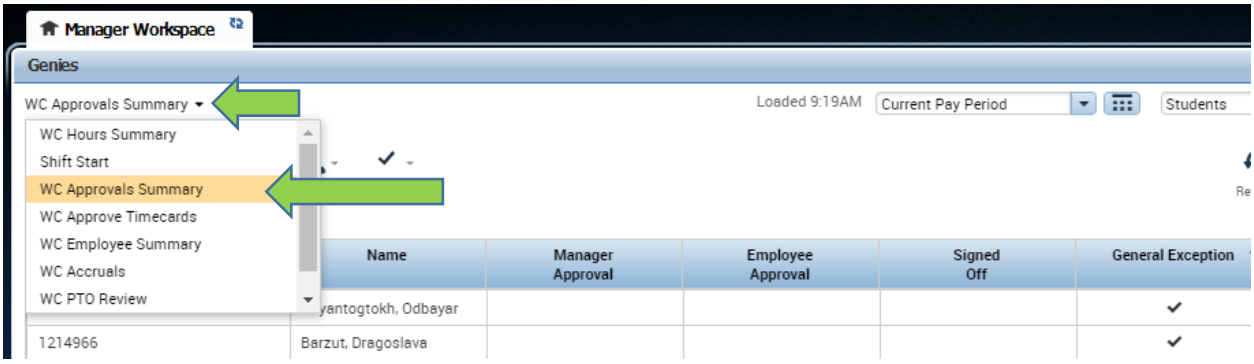
To approve student timecards:

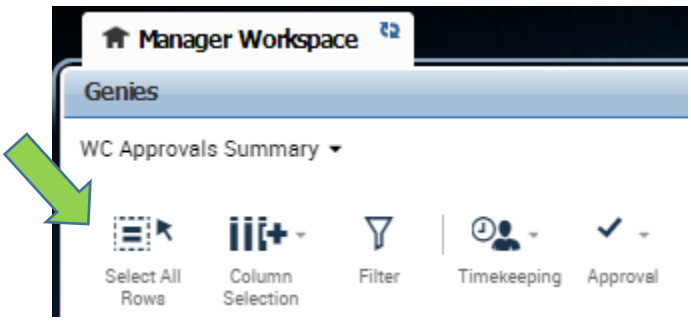
Under your manager workspace homepage (aka Genies), select the "WC Approvals Summary" widget from the Genies drop-down menu.



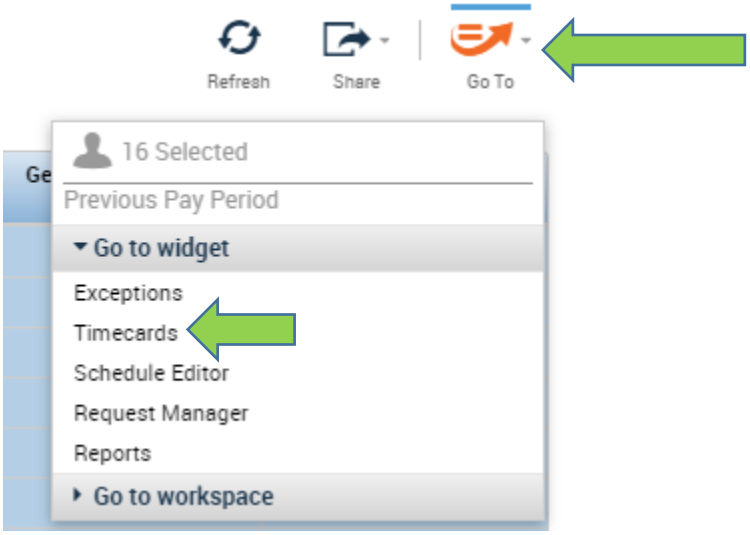
On the "WC Approvals Summary" screen, select the following options:

- On the right side of the screen under the Time Period drop-down menu, 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)
- On the right side of the screen under the Show drop-down menu, select "students."

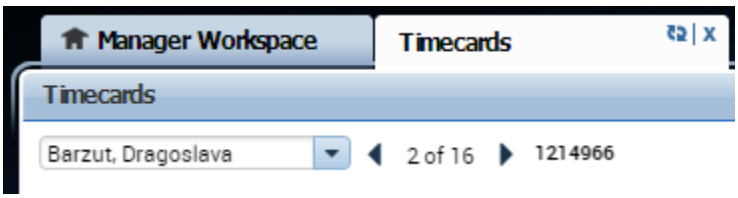
- On the left side of the screen, select the "Select All Rows" button.



- On the right side of the screen, select the “Go To” button and select “Timecards” from the drop-down menu.



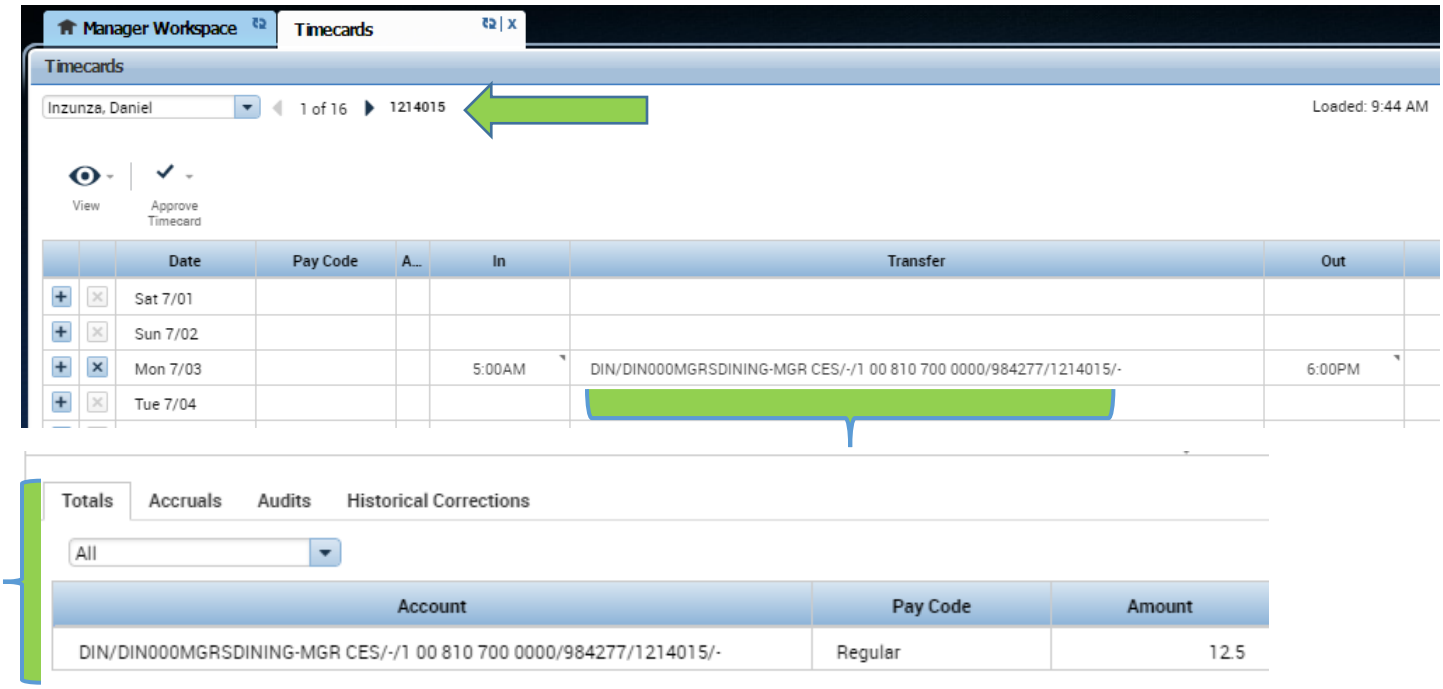
Toggle among your student timecards using the black arrows next to the student’s ID number on the left side of the page.



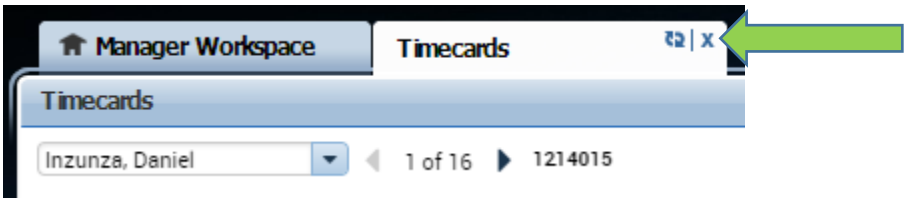
Check for the following items:

- 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 accidently being charged to your department even though you are confident that 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 accidently 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.

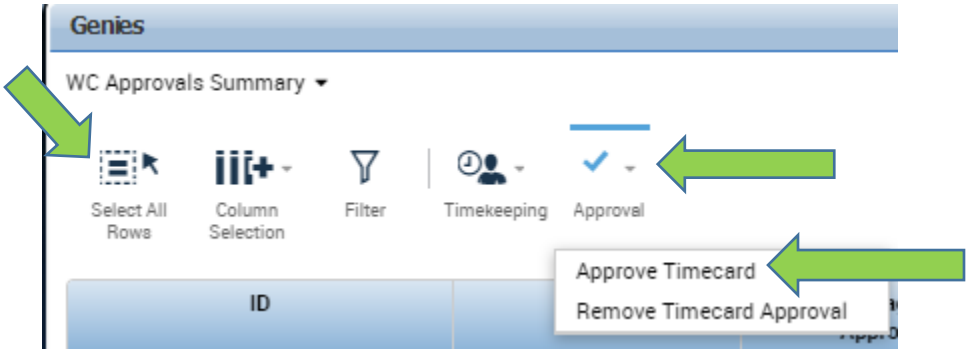


After you have reviewed all of your student timecards and everything has been reconciled, you will need to approve your student timecards. Close out of the "Timecards" tab by clicking the "x."



Under your manager workspace homepage (aka Genies), select the "WC Approvals Summary" widget from the Genies drop-down menu. Select the following options:

- On the right side of the screen under the Time Period drop-down menu, 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)
- On the right side of the screen under the Show drop-down menu, select "students."
- On the left side of the screen, select the "Select All Rows" button. Otherwise, you can click on individual student names and approve on an individual basis.
- Click on the "Approval" button and select "Approve Timecard." It will then ask you to confirm this action; select "yes."



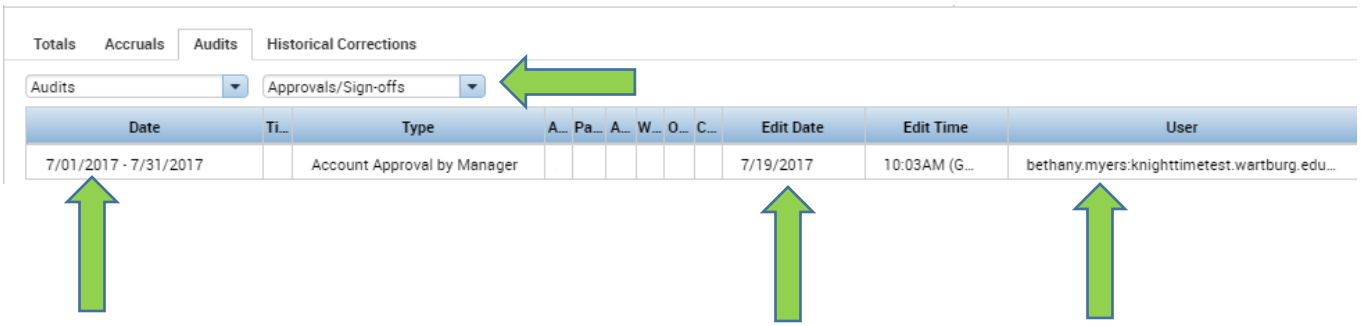
The WC Approvals Summary genie does not work to verify your approvals. However, you can spot check some of your students' individual timecards to verify that your approval was accepted.

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 "Audits" tab at the bottom of the screen.
- On this tab, leave the one drop-down menu as "Audits" and switch the other drop-down menu from "All" to "Approvals/Sign-offs."
- On this tab, note that the timecard was approved as 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.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Account Approval by Manager
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