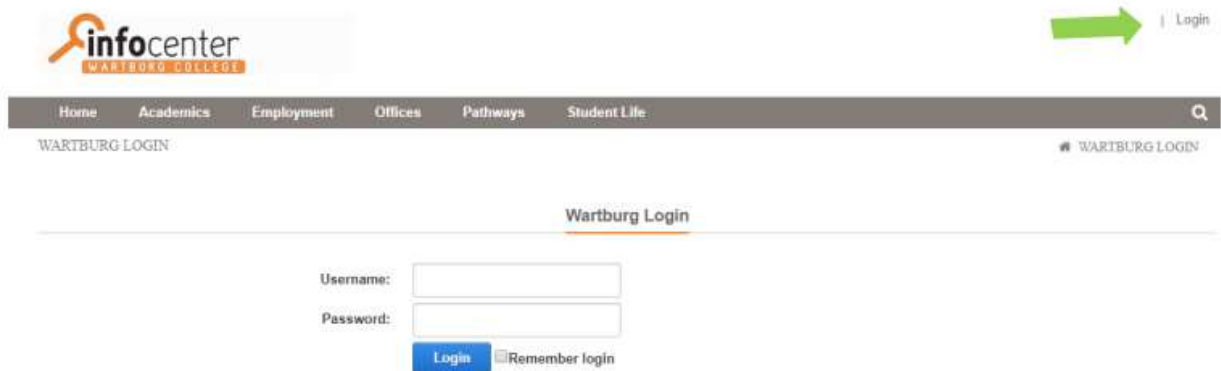**Wartburg College**

Student Timecard Access Instructions

The Student Timecard portal provides students with view-only access to their current timecard as well as past work hours. (Student employee supervisors utilize a different portal which allows them to view, edit, and approve student timecards.)

Students are strongly encouraged to review their timecard weekly to:

- Verify all in/out punches were recorded.
- Confirm weekly work hours did not exceed 20 hours while classes are in session and not more than 40 hours during breaks and the summer months.
- Identify errors such as missing punches, incorrect punches, and/or incorrect designation of work hour hours to a department/position.
- Estimate student wage earnings to meet financial commitments and needs.

1. Login to InfoCenter (info.wartburg.edu) with your Wartburg login credentials.

2. Once logged in, hoover over the word "Employment" in the grey bar at the top of the page and select "Student Employment" from the drop-down menu.

3. You will be routed to the Student Employment webpage. On the right side of the page, there will be a section titled "KnightTime." Select "Student Portal."
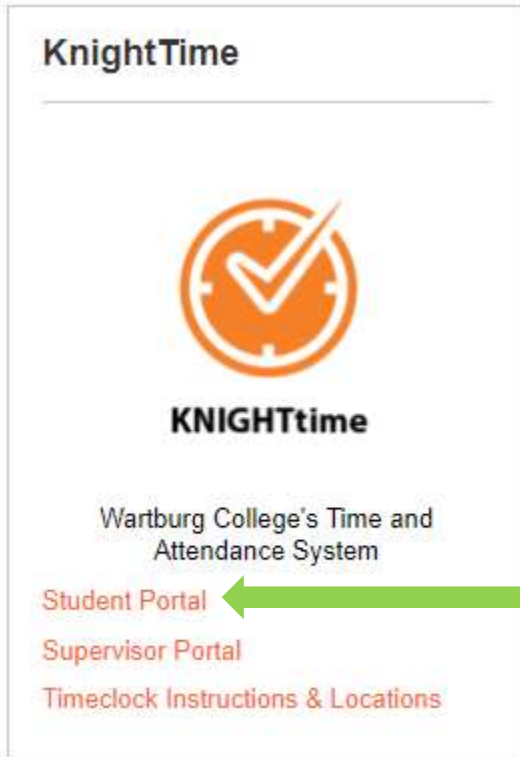
4. Select the start date and end date to determine the date range of punches/work hours to be displayed. Select "View Report" on the right side of the screen.

Punches/work hours based on the date ranges selected will display. The "Transfer" column indicates the department/position tied to specific punches/work hours. A total of work hours for the date range selected will also display.

Total Hours for Date Range: 79.25

Date	Pay Code	Adjusted Punch In	Adjusted Punch Out	Shift Hours	Transfer
Fri 7/1/2016	Regular	11:15 AM	12:45 PM	1.50	WEL/WELFACDSKSWELL-FRONT DESK CES/-/1 00 870 700 0000/70698/1215425/-
Fri 7/1/2016	Regular	12:45 PM	03:45 PM	3.00	WEL/WELFACMGRSWELL-FAC MGR CES/-/1 00 870 700 0000/70698/1215425/-
Fri 7/1/2016	Regular	04:00 PM	07:00 PM	3.00	WEL/WELFACWALSWELL-CLIMB WALL CES/-/1 00 870 700 0000/70698/1215425/-
Sat 7/2/2016	Regular	06:45 AM	12:00 PM	5.25	WEL/WELFACDSKSWELL-FRONT DESK CES/-/1 00 870 700 0000/70698/1215425/-
Sat 7/2/2016	Regular	01:00 PM	05:00 PM	4.00	WEL/WELFACWALSWELL-CLIMB WALL CES/-/1 00 870 700 0000/70698/1215425/-

Historical edits will be highlighted in yellow. Historical edits identify punches/work hours added to a student timecard after the close of a pay period. The Student Employment Office performs historical edits upon notification from a supervisor that punches/work hours were not recorded. Historical edits ensure that late punches/work hours are included in the next payroll. Students can contact the Student Employment Office for more information if a historical edit is indicated on their timecards.

SPECIAL TRANSACTIONS

Date	Pay Code	Adjusted Punch In	Adjusted Punch Out	Shift Hours	Transfer
Mon 10/31/2016	Regular	12:00 PM	12:00 PM	4.00	DIN/DIN000ASTFDINING-AST FWS/-/1 00 810 700 0000/507718/1211267/-

Timecard errors that require attention will be highlighted in orange. These errors may indicate a missed punch or purple punch (a punch acting as both an out and in punch and showing an overlap of work times for two different positions). Students should alert their supervisors of these errors to ensure they are resolved in a timely manner.

PLEASE REVIEW HIGHLIGHTED ENTRIES WITH YOUR SUPERVISOR

Date	Pay Code	Adjusted Punch In	Adjusted Punch Out	Shift Hours	Transfer
Sun 12/4/2016	Regular	12:45 PM	01:30 PM	0.75	DIN/DIN000ASTCDINING-AST CE/-/1 00 810 700 0000/984277/1214364/-
Sun 12/4/2016	Regular	06:00 PM	10:15 PM	4.25	WEL/WELRECASTCWELL-REC CE/-/1 00 873 700 0000/795450/1214364/-
Sun 12/4/2016	Additional Straight Time	10:15 PM	10:15 PM	0.00	DIN/DIN000ASTCDINING-AST CE/-/1 00 810 700 0000/984277/1214364/-

5. To export timecard data, select the save icon displayed in the toolbar and then select the file type in which the data should be saved as.