

Non-Exempt Employees' Manager Time Card Procedures

1. To view, update, or submit time cards, first log in to C.L.A.S.S. through eCampus.
2. If the **Administration** tab is not selected, click on it before continuing.
3. On the menu on the left-hand side of the screen, click on the **My Timesheets** link.

My Timesheets

4. Clicking on **My Timesheets** will display all of your non-exempt employees.

My Timesheets

Current Pay Period - April 22 to May 5, 2023

[Printer-friendly page](#)

Name Email Term Date	Dept	Job Title	Last Date Paid
EMPLOYEE, ONE EMPLOYEE1@ADELPHI.EDU	HUMAN RESOURCES	HUMAN RESOURCE REPRESENTATIVE	05/19/2023

[Email all workers](#)

5. Click on the employee's name to access their timecards.

EMPLOYEE, ONE

Calendar Y-T-D Gross \$11,538.48

Fiscal Y-T-D Gross \$28,846.20

Open Timesheets					
Name	Department Title	Pay Period	Timesheet	Status	Hours
EMPLOYEE, ONE	HUMAN RESOURCES HUMAN RESOURCE REPRESENTATIVE	04/08/2023 - 05/05/2023	000088	Submitted	71.00
Total:					71.00

[View paid timesheets](#)

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6. Time cards are automatically created for each pay period. All **Unpaid Time Cards** will be displayed. In the example above, the employee works for Human Resources. The status should be submitted by the employee (as is displayed above) before the timesheet is approved.

Although you can approve a timesheet that has not been submitted, it is important the employee be allowed to indicate the hours are correct.

7. To review and approve the timesheet, click on the **Timecard** number, such as number 000088 in the example above. To view previously paid time cards, click on the **View Paid Timesheets** link.

Once a time card has been approved, it can be viewed but not changed.

8. After selecting a time card to review, the **Timesheet** entry screen is displayed with detailed instructions on how to enter your data. The bottom half of the screen displays the actual timesheet populated by the employee.

Date	Time In	Time Out	Hours	PTO		Date	Time In	Time Out	Hours	PTO	
04/24/2023	08:30am	12:30pm	4.00		Edit	05/01/2023	08:00am	12:30pm	4.50		Edit
04/24/2023	01:30pm	04:30pm	3.00		Edit	05/01/2023	01:30pm	04:30pm	3.00		Edit
04/25/2023	08:00am	12:00pm	4.00		Edit	05/02/2023	08:00am	12:30pm	4.50		Edit
04/25/2023	01:00pm	04:30pm	3.50		Edit	05/02/2023	01:00pm	04:00pm	3.00		Edit
04/26/2023	08:00am	01:00pm	5.00		Edit	05/03/2023	08:00am	12:30pm	4.50		Edit
04/26/2023	02:00pm	04:30pm	2.50		Edit	05/03/2023	01:30pm	04:30pm	3.00		Edit
04/27/2023	08:00am	01:00pm	5.00		Edit	05/04/2023	08:00am	12:30pm	4.50		Edit
04/27/2023	02:00pm	04:30pm	2.50		Edit	05/04/2023	01:30pm	04:30pm	3.00		Edit
04/28/2023	08:30am	12:30pm	4.00		Edit	05/05/2023			7.00	FULL	
Total: 70.50											

Enter notes here:

☒ **CONFIRM APPROVAL**

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9. The new entry form is located directly under the timesheet information.

Date ▼	Start Hour ▼	00 ▼	AM ▼	End Hour ▼	00 ▼	AM ▼	ADD
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Although it is best for the employee to make changes or deletions, as a manager you have to the ability do so.

- To add a new entry, click on the **Date** drop-down, and select the date worked. Only dates in the corresponding pay period will be displayed. Select the **Start Hour** and **Minutes**, and **End Hour** and **Minutes**, making sure you correctly select **AM** or **PM** for each. When you are done with your selections, click the **ADD** button. The new entry will appear in the time card grid with the hours calculated.
- If you need to edit or delete a current entry, click on the **Edit** button next to the entry to modify.
- The next screen displays a detail of the time card and allows you to change the **Date**, **Time In**, and **Time Out**. Once you are done, click the **Save** button. To undo your changes, click the **Reset** button.

ADELPHI UNIVERSITY

Timesheets

My Timesheets

Timesheet Entry

Date	04/24/2023 ▼
Time In	08 ▼ : 30 ▼ AM ▼
Time Out	01 ▼ : 00 ▼ PM ▼

Save Reset

Delete confirm delete ☐

[Back to time sheet entry](#)

- You can delete the entry by checking the **confirm delete** box, and then clicking on the **Delete** button.

10. The last step is approving the timesheet for the employee.

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Date	Time In	Time Out	Hours	PTO		Date	Time In	Time Out	Hours	PTO	
04/24/2023	08:30am	12:30pm	4.00		<input type="button" value="Edit"/>	05/01/2023	08:00am	12:30pm	4.50		<input type="button" value="Edit"/>
04/24/2023	01:30pm	04:30pm	3.00		<input type="button" value="Edit"/>	05/01/2023	01:30pm	04:30pm	3.00		<input type="button" value="Edit"/>
04/25/2023	08:00am	12:00pm	4.00		<input type="button" value="Edit"/>	05/02/2023	08:00am	12:30pm	4.50		<input type="button" value="Edit"/>
04/25/2023	01:00pm	04:30pm	3.50		<input type="button" value="Edit"/>	05/02/2023	01:00pm	04:00pm	3.00		<input type="button" value="Edit"/>
04/26/2023	08:00am	01:00pm	5.00		<input type="button" value="Edit"/>	05/03/2023	08:00am	12:30pm	4.50		<input type="button" value="Edit"/>
04/26/2023	02:00pm	04:30pm	2.50		<input type="button" value="Edit"/>	05/03/2023	01:30pm	04:30pm	3.00		<input type="button" value="Edit"/>
04/27/2023	08:00am	01:00pm	5.00		<input type="button" value="Edit"/>	05/04/2023	08:00am	12:30pm	4.50		<input type="button" value="Edit"/>
04/27/2023	02:00pm	04:30pm	2.50		<input type="button" value="Edit"/>	05/04/2023	01:30pm	04:30pm	3.00		<input type="button" value="Edit"/>
04/28/2023	08:30am	12:30pm	4.00		<input type="button" value="Edit"/>	05/05/2023			7.00	FULL	
Total: 70.50											

Enter notes here:

CONFIRM APPROVAL
☐

Once satisfied the timesheet entries are correct for the pay period, check the **CONFIRM APPROVAL** box and click the **Approve** button.

If the employee has made an error and you would prefer that the employee make the corrections, you may reject it as well. If rejected, the status will change to “Rejected” and the employee will have the opportunity to make changes and resubmit the time card. Any notes entered by you will also display.