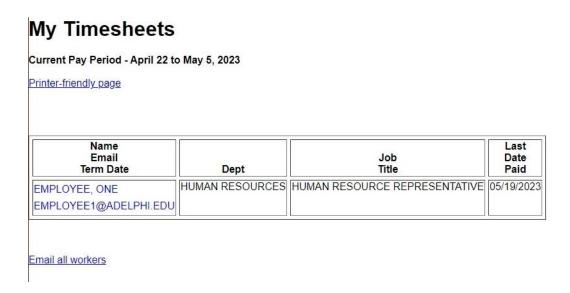
- 1. To view, update, or submit time cards, first log in to C.L.A.S.S. through eCampus.
- 2. If the **Administration** tab is not selected, click on it before continuing.
- 3. On the menu on the left-hand side of the screen, click on the **My Timesheets** link.



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



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

View paid timesheets

Hours

71.00

71.00

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.

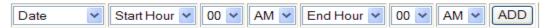
8. After selecting a time card to review, the **Timesheet** entry screen is displayed with detailed instructions on how to enter your data. The bottom half of the screen displays the actual timesheet populated byt the employee.

Date	Time In	Time Out	Hours PT	O	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	
Enter notes he	re.			Total: 7	70.50					
Litter Hotes He	16.			Ар	prove CONFI	RM APPRO	OVAL 🗆 🖺	Reject		

©Adelphi University

Last updated May 18, 2023

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



Although it is best for the employee to make changes or deletions, as a manager you have to the ability do so.

- a. 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.
- b. If you need to edit or delete a current entry, click on the **Edit** button next to the entry to modify.
- c. 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.



- d. 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.

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	
Enter notes he	re:				Total: 7	0.50					
Linter Hotes He					Apr	rove CONFI	RM APPRO	OVAL D	Reject		

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.