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.

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

5. Click on the employee’s name to access their timecards.
Non-Exempt Employees’ Manager Time Card Procedures

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.

---

<table>
<thead>
<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>PTO</th>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Hours</th>
<th>PTO</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/24/2023</td>
<td>08:30am</td>
<td>12:30pm</td>
<td>4.00</td>
<td></td>
<td>05/01/2023</td>
<td>08:00am</td>
<td>12:30pm</td>
<td>4.50</td>
<td></td>
</tr>
<tr>
<td>04/24/2023</td>
<td>01:30pm</td>
<td>04:30pm</td>
<td>3.00</td>
<td>Edit</td>
<td>05/01/2023</td>
<td>01:30pm</td>
<td>04:30pm</td>
<td>3.00</td>
<td>Edit</td>
</tr>
<tr>
<td>04/25/2023</td>
<td>08:00am</td>
<td>12:00pm</td>
<td>4.00</td>
<td>Edit</td>
<td>05/02/2023</td>
<td>08:00am</td>
<td>12:30pm</td>
<td>4.50</td>
<td>Edit</td>
</tr>
<tr>
<td>04/25/2023</td>
<td>01:00pm</td>
<td>04:30pm</td>
<td>3.50</td>
<td>Edit</td>
<td>05/02/2023</td>
<td>01:00pm</td>
<td>04:00pm</td>
<td>3.00</td>
<td>Edit</td>
</tr>
<tr>
<td>04/26/2023</td>
<td>08:00am</td>
<td>01:00pm</td>
<td>5.00</td>
<td>Edit</td>
<td>05/03/2023</td>
<td>08:00am</td>
<td>12:30pm</td>
<td>4.50</td>
<td>Edit</td>
</tr>
<tr>
<td>04/28/2023</td>
<td>02:00pm</td>
<td>04:30pm</td>
<td>2.50</td>
<td>Edit</td>
<td>05/03/2023</td>
<td>01:30pm</td>
<td>04:30pm</td>
<td>3.00</td>
<td>Edit</td>
</tr>
<tr>
<td>04/27/2023</td>
<td>08:00am</td>
<td>01:00pm</td>
<td>5.00</td>
<td>Edit</td>
<td>05/04/2023</td>
<td>08:00am</td>
<td>12:30pm</td>
<td>4.50</td>
<td>Edit</td>
</tr>
<tr>
<td>04/27/2023</td>
<td>02:00pm</td>
<td>04:30pm</td>
<td>2.50</td>
<td>Edit</td>
<td>05/04/2023</td>
<td>01:30pm</td>
<td>04:30pm</td>
<td>3.00</td>
<td>Edit</td>
</tr>
<tr>
<td>04/29/2023</td>
<td>08:30am</td>
<td>12:30pm</td>
<td>4.00</td>
<td>Edit</td>
<td>05/05/2023</td>
<td></td>
<td>7.00</td>
<td>FULL</td>
<td></td>
</tr>
</tbody>
</table>

Total: 70.50

Enter notes here: Approve CONFIRM APPROVAL  Reject
9. The new entry form is located directly under the timesheet information.

   ![Date](Image)
   ![Start Hour](Image) [00] [AM] [End Hour](Image) [00] [AM] [ADD]

   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.
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.