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**Timesheet Procedures:
Managers of Nonexempt, Nonunion and/or
Local 153 Employees**

- Timesheets are created automatically on the Friday of each pay period. To view, update or submit timesheets for employees you supervise, **log in to CLASS** through eCampus using your eCampus username and password.

- Select the **Administration** tab if it is not already selected.

- Select **My Timesheets** from the menu on the left. All your nonexempt, nonunion and/or Local 153 employees will be displayed.

- Select an employee to access their timesheet. All *unpaid* timesheets for that employee will be displayed.

- If the status is "**Submitted**," the timesheet is ready for your review and approval. (Managers *can* approve a timesheet that has not been submitted, but employees should be allowed to confirm the hours are correct and submit the timesheet themselves).

- To view previously paid timesheets, select the **View Paid Timesheets** link.

- To review and approve a new timesheet, **select the Timesheet number** (000088 in the example above). The bottom half of the screen displays the actual timesheet populated by the employee.

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- The "**new entry**" form is located directly under the timesheet information.

| Date ▾ | Start Hour ▾ | 00 ▾ | AM ▾ | End Hour ▾ | 00 ▾ | AM ▾ | ADD |

- ○ For a new entry, click on the **Date** dropdown 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**. Ensure you correctly select **AM** or **PM**.

- ○ To submit, click **ADD**; the new entry will appear in the timesheet grid with the hours calculated.

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:

[ ] Approve *CONFIRM APPROVAL* ☐ Reject

- **Managers have the ability to make changes and deletions.** As a best practice, if an employee has made an error and you want them to make corrections, ask your employee to modify their own timesheet by clicking "**reject**" (instead of approve). Be sure to include **a note** to explain the edit(s) required. Your employee will receive an alert to reopen, edit and resubmit their timesheet.

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

- To **edit or delete** a current entry, click **Edit** next to the entry to display the details of the timesheet entry and update the **Date**, **Time In**, and **Time Out**. Once done, click **Save**. To undo your changes, click **Reset**.

- Delete an entry by checking the "**confirm delete**" box and selecting the **Delete** button.

- Once you are satisfied that the timesheet entries are correct for the pay period, click **CONFIRM APPROVAL** and then the **Approve** button. **Once a timesheet has been approved, it can be viewed but not changed.**