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.

![My Timesheets](image)

- 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).

![-timesheet](image)

- 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.

  - 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.

- 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.

  - 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.