How to Complete a Time Card - Student Employees

1. To view, update, or submit time cards, first log into CLASS through eCampus.

2. On the left-hand side menu, click on the My Time Cards link.

3. The next screen displays a Time Card Summary. The top of the screen displays your Total WS Eligibility (Federal Work Study eligibility) and Total WS Earned so far (if any) as well as the Remaining Balance, and Total Non-WS wages Earned. Please note: Federal Work Study calculations are based on the current academic year, while wages earned calculations are based on the current calendar year.

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4. Time cards are automatically created and sorted by department and pay period. All **Unpaid Time Cards** will be displayed. The student below worked for one department, but if you have more than one job, each department will be listed as separate line items.

<table>
<thead>
<tr>
<th>Department</th>
<th>Pay Period</th>
<th>Timecard</th>
<th>Status</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMAN RESOURCES</td>
<td>07/22/2024 - 08/04/2024</td>
<td>846684</td>
<td>Approved</td>
<td></td>
</tr>
<tr>
<td>HUMAN RESOURCES</td>
<td>08/05/2024 - 08/18/2024</td>
<td>852199</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

5. To enter hours worked, click on the Timecard number you wish to adjust, such as number 852199 in the example above. You can only update time cards whose status is “Open”. Once a time card has been submitted to your supervisor, it can be viewed but cannot be changed. Possible statuses for unpaid time cards are:

   a. Open – You will be able to enter time and make edits to this time card.
   b. Submitted – This time card has been submitted to your supervisor for review, and you can view, but no longer make changes.
   c. Approved – This time card has been approved by your supervisor, and has been sent to the Payroll Department. No changes can be made to this time card.
   d. Rejected – This time card has been rejected by your supervisor, and you will need to make any needed changes and resubmit the time card.
   e. In Process – This time card has been received by the Payroll Department who is processing your payment.

6. After selecting a time card to update, the **Time Card** entry screen is displayed with detailed instructions on how to enter your data. The bottom half of the screen displays the actual time card as shown here with your supervisor’s name, the department and the current base rate.
7. The new entry is located directly under the Supervisor’s name. 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 your hours and base rate.

![Date, Start Hour, End Hour, AM, PM, ADD button]

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

![Date, Time In, Time Out, Hours, Rate, Edit, Date, Time In, Time Out, Hours, Rate, Edit, Total: 10.00]

9. The next screen displays the 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.

![Time Card Entry]

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

**Please note:** Once a time card has been submitted it CANNOT be changed.
10. At the end of the pay period, the last step is to submit your completed time card. Once you are satisfied with your entries for the pay period, check the **CONFIRM SUBMIT** box, and click the **Submit to Supervisor** button.

11. Once your time card is submitted, your supervisor has the ability to approve or reject it. If your supervisor rejects your time card for any reason, the status will change to “Rejected” and you will have the opportunity to resubmit the time card. Any notes entered by your supervisor will also display.