

How to Complete a Time Card and Add Sick Time - Student Employees

The screenshot shows the CLASS system interface. On the left is a dark brown vertical menu with white text listing various services. The 'My Time Cards' link is highlighted with a red arrow pointing to it from the text 'Click here to access time cards'. The main content area is white and contains the following text:

SAMPLE STUDENT

You have accessed CLASS - the website where you can retrieve your information, from wherever you have internet access.

Please make sure you exit out of your browser before leaving your workstation. This will protect the confidentiality of your records.

Click on the menu to the left, to access the desired information.

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*.

Time Card Summary

[Printer-friendly page](#)

*Federal Work Study amounts reflected are for the current academic year

*Campus employment amounts reflected are for the current calendar year

*Federal Work Study figures for the upcoming 2018-2019 academic year will be made available on September 28, 2018

Total WS Eligibility	\$5,000.00
Total WS Earned	\$5,000.00
Remaining Balance	
Total Non-WS Earned	\$1,806.25

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.

Unpaid Time Cards				
Department	Pay Period	Timecard	Status	Notes
HUMAN RESOURCES	07/22/2024 - 08/04/2024	849684	Approved	
HUMAN RESOURCES	08/05/2024 - 08/18/2024	852199	Open	

5. To enter hours worked or to enter sick time taken, 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:

- Open – You will be able to enter time and make edits to this time card.
- Submitted – This time card has been submitted to your supervisor for review, and you can view, but no longer make changes.
- 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.
- Rejected – This time card has been rejected by your supervisor, and you will need to make any needed changes and resubmit the time card.
- 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 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. Here you will also see the number of sick hours remaining to date.

Supervisor: [Demo Supervisor](#) | Department: HUMAN RESOURCES | Base Rate: \$16.00

Click on name to email your supervisor

Sick Hours Remaining : 8.00

Date Start Hour 00 AM End Hour 00 AM Sick Hours

Date	Time In	Time Out	Sick Hrs	Hours	Rate		Date	Time In	Time Out	Sick Hrs	Hours	Rate	
07/16/2024	09:00am	02:00pm		5.00	16.00	<input type="button" value="Edit"/>	07/18/2024	09:00am	02:00pm	5.00		16.00	<input type="button" value="Edit"/>
07/17/2024	09:00am	02:00pm		5.00	16.00	<input type="button" value="Edit"/>							
Total: 10.00													

CONFIRM SUBMIT

7. The new entry is located directly under the Supervisor's name.

Sick Hours Remaining : 8.00

Sick Hours

8. 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.

- Summer 2024 Courses
- My Adviser
- My Registration
- My Registration Holds
- My Course Confirmation
- My Checklist
- My Financial Aid
- Billing
- Make a Payment
- My Housing Deposit
- My Grades
- My Transcript
- My Graduation
- My Health Records
- Meningitis: Am I Compliant?
- International Student
- Responsibilities
- Course/Dept Directory
- Faculty Directory
- My Time Cards
- Grad Assistantship Form
- Approval
- Logout

Date

07/08/2024 Indicate your hours worked by selecting the date and entering your time in and time out.

07/09/2024 Employee who works a shift more than six consecutive hours MUST take a thirty minute unpaid meal period.

07/10/2024 Must clock in and out for any meal period. For example, you work 9am - 5pm with a half-hour lunch from 1:00pm - 1:30pm:

07/11/2024 Sign-in 9:00am Sign-out 1:00pm

07/12/2024 Sign-in 1:30pm Sign-out 5:00pm

07/13/2024 Did not enter hours worked for a previous pay period, please contact Human Resources at 516-877-3220. Do NOT add the hours to

07/14/2024 cards of other pay periods.

07/15/2024 You will be paid for those hours worked which exceed 40 hours in one work

07/16/2024 week (at one and one-half times the average hourly rate) will be paid for those hours worked which exceed 40 hours in one work

07/17/2024 week. You will be paid bi-weekly on Fridays.

07/18/2024 By submitting your hours, you acknowledge receipt of your hourly rate, overtime rate and pay date.

07/19/2024

07/20/2024 Department: HUMAN RESOURCES | Base Rate: \$16.00

07/21/2024 Remaining : 8.00

Sick Hours

Date	Time In	Time Out	Sick Hrs	Hours	Rate		Date	Time In	Time Out	Sick Hrs	Hours	Rate	
07/16/2024	09:00am	02:00pm		5.00	16.00	Edit	07/18/2024	09:00am	02:00pm	5.00		16.00	Edit
07/17/2024	09:00am	02:00pm		5.00	16.00	Edit							
Total: 10.00													

Submit to Supervisor **CONFIRM SUBMIT**

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9. If you need to take **sick time** during a scheduled work day/time, select the **Date**, **Start Hour** and **End Hour**, as you normally would if you were working during that period, and click the **Sick Hours** button to indicate you did not work as scheduled. Then, click **ADD**.

Sick Hours Remaining : 13.00

Sick Hours

10. Your new entry will appear in the time card grid. Note that the number of **Sick Hours** taken is displayed, and the number of **Sick Hours Remaining** is updated to reflect the time taken.

Sick Hours Remaining : 10.00

Sick Hours

Date	Time In	Time Out	Sick Hrs	Hours	Rate		Date	Time In	Time Out	Sick Hrs	Hours	Rate	
07/16/2024	09:00am	02:00pm		5.00	16.00	<input type="button" value="Edit"/>	07/19/2024	09:00am	01:30pm	4.50	16.00	<input type="button" value="Edit"/>	
07/17/2024	09:00am	02:00pm		5.00	16.00	<input type="button" value="Edit"/>	07/20/2024	09:00am	12:00pm	3.00	16.00	<input type="button" value="Edit"/>	
07/18/2024	09:00am	02:00pm		5.00	16.00	<input type="button" value="Edit"/>							
Total: 19.50													

CONFIRM SUBMIT

11. 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	Sick Hrs	Hours	Rate		Date	Time In	Time Out	Sick Hrs	Hours	Rate	
07/16/2024	09:00am	02:00pm		5.00	16.00	<input type="button" value="Edit"/>	07/18/2024	09:00am	02:00pm		5.00	16.00	<input type="button" value="Edit"/>
07/17/2024	09:00am	02:00pm		5.00	16.00	<input type="button" value="Edit"/>	07/19/2024	09:00am	01:30pm		4.50	16.00	<input type="button" value="Edit"/>
Total: 19.50													

CONFIRM SUBMIT

12. 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

Date	07/16/2024
Time In	09 : 00 AM
Time Out	02 : 00 PM

confirm delete

[Back to 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.

13. 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.

Sick Hours Remaining : 10.00

Date Start Hour 00 AM End Hour 00 AM Sick Hours

Date	Time In	Time Out	Sick Hrs	Hours	Rate		Date	Time In	Time Out	Sick Hrs	Hours	Rate	
07/16/2024	09:00am	02:00pm		5.00	16.00	<input type="button" value="Edit"/>	07/19/2024	09:00am	01:30pm		4.50	16.00	<input type="button" value="Edit"/>
07/17/2024	09:00am	02:00pm		5.00	16.00	<input type="button" value="Edit"/>	07/20/2024	09:00am	12:00pm	3.00		16.00	<input type="button" value="Edit"/>
07/18/2024	09:00am	02:00pm		5.00	16.00	<input type="button" value="Edit"/>							
Total: 19.50													

CONFIRM SUBMIT

14. 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.