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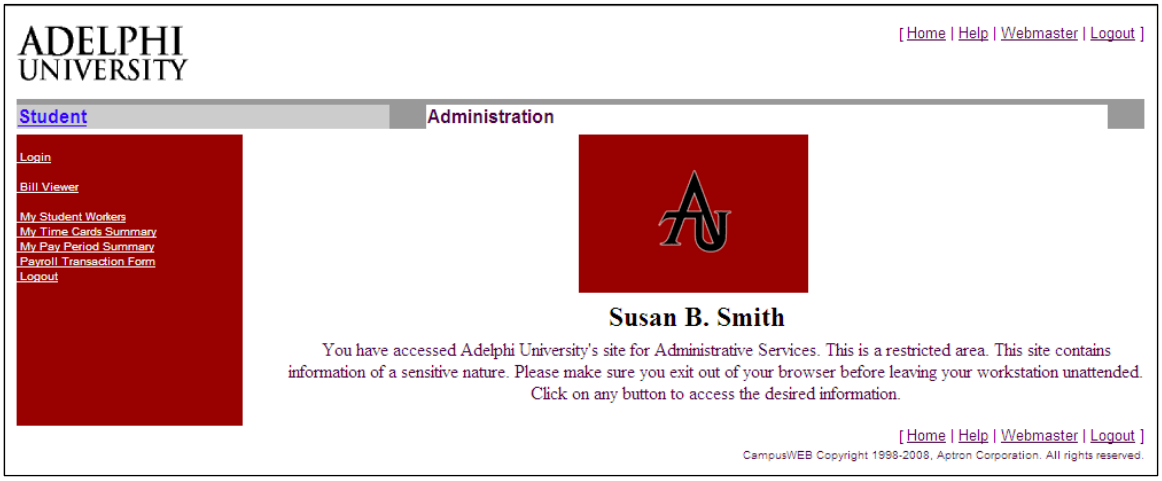
Time Card Procedures for Supervisors

Accessing the Time Card Functions

To access the Time Card functions, login to *CLASS* (if you have a student account, click on the "Administration" tab to access the Administration menu). The following screen is displayed:

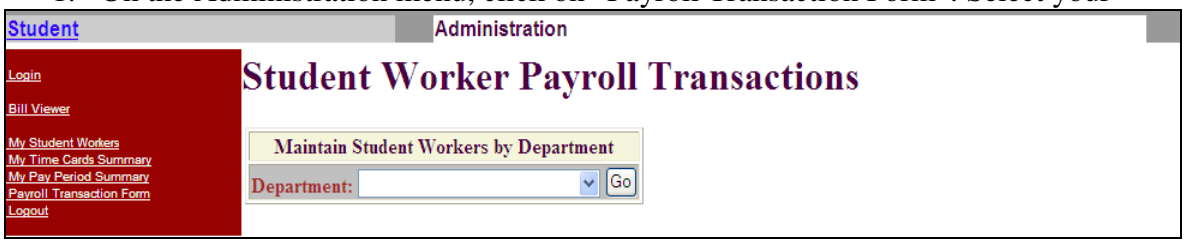


1. The menu options available are :
   - My Student Workers – this option gives you a listing of all your student workers with a brief summary of their earnings, and also gives you the ability to send an email to an individual or ALL students.
   - My Pay Period Summary – this option gives you a listing of all time cards for the current pay period with a summary of the totals and status. On this screen you can approve or reject individual time cards, or approve ALL "submitted" time cards. You can also view the details of an individual time card and/or its GL Account budget information.
   - Payroll Transaction Form – this option allows you to add a new worker, give an existing worker a pay increase, change the job title of a worker, or terminate a worker.

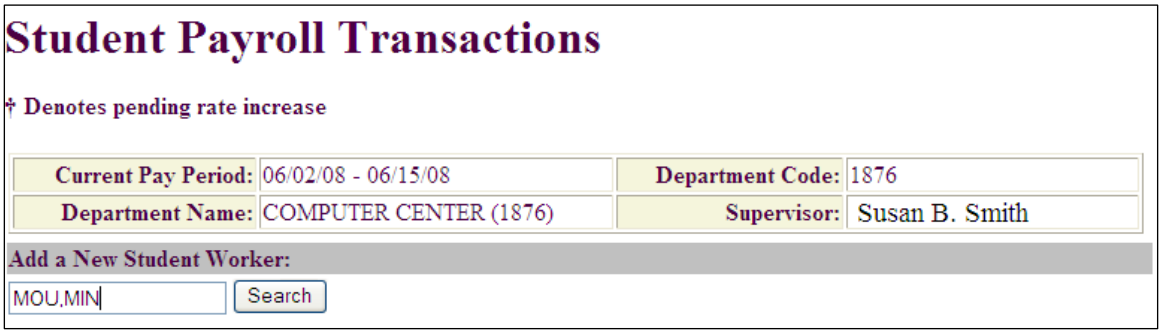
2. To start using the time card functions, you need to first add your student workers using the "Adding a New Hire" (Page 3). Once added, the student can begin entering his/her time cards. The student then "submits" the time cards to you for review. You can then review and approve/reject the time cards by using the "My Pay Period Summary" (Page 8) options. Once approved, if the student has been authorized to work, the time card will get processed by payroll.

Adding a New Hire

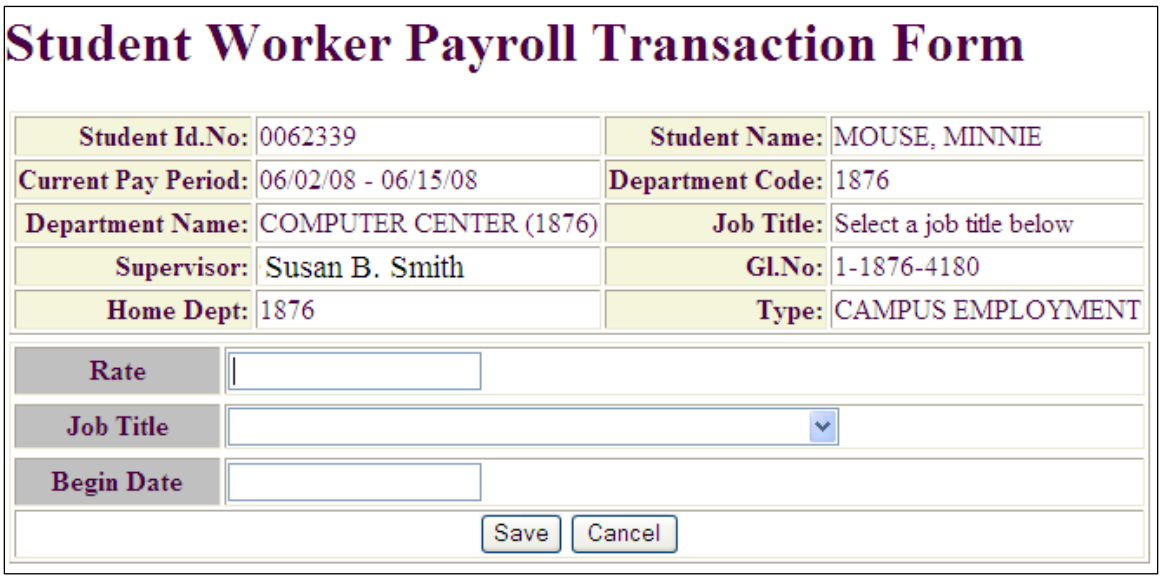
1. On the Administration menu, click on "Payroll Transaction Form". Select your



   Department from the drop down list (only departments you supervise will be listed), and click on the "Go" button.
2. On the next screen, if you know the student's Id Number, key it in the form under "Add a New Student Worker". Alternately, you can key in the name to search. To get the best results, the recommended method is to key the first 3 characters of the last name followed by a comma, and the first 3 characters of the first name. For example, to search for Minnie Mouse, we typed in MOU,MIN (see below).



   After keying the Id Number or name, click on the "Search" button to display the results.
3. Select the correct student from the results of your search by clicking on the ID Number link.



Student Worker Payroll Transaction Form

Student Id.No:	0062339	Student Name:	MOUSE, MINNIE
Current Pay Period:	06/02/08 - 06/15/08	Department Code:	1876
Department Name:	COMPUTER CENTER (1876)	Job Title:	Select a job title below
Supervisor:	Susan B. Smith	Gl.No:	1-1876-4180
Home Dept:	1876	Type:	CAMPUS EMPLOYMENT

Rate	
Job Title	
Begin Date	

Save Cancel

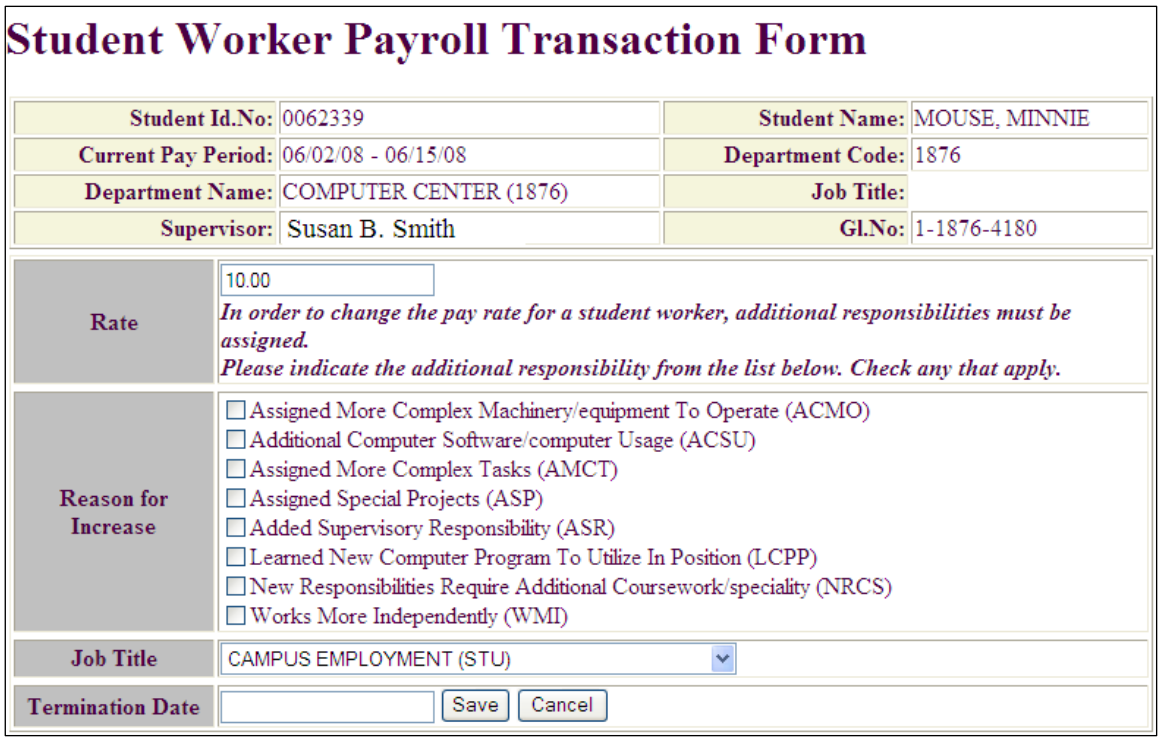
4. The next screen allows you to enter the information for the new hire. Key in the hourly rate for this worker, then select the job title from the drop down list. Enter the begin date (mm/dd/yy format). Click the "Save" button to add the new hire. The new hire will be added to your list of student workers and a time card record will be created for the student. **The student is responsible for completing the necessary tax paperwork and submitting it to Human Resources. Although the student can begin entering time card information, he/she will not get paid until authorized to work by Human Resources**.

Time Card Procedures for Supervisors

Termination

1. On the Administration menu, click on "Payroll Transaction Form" and then select your department from the drop down list and click the "Go" button.
2. Select the student from the list of workers and click the "EDIT" button.

3. The worker's details are displayed on the next screen.

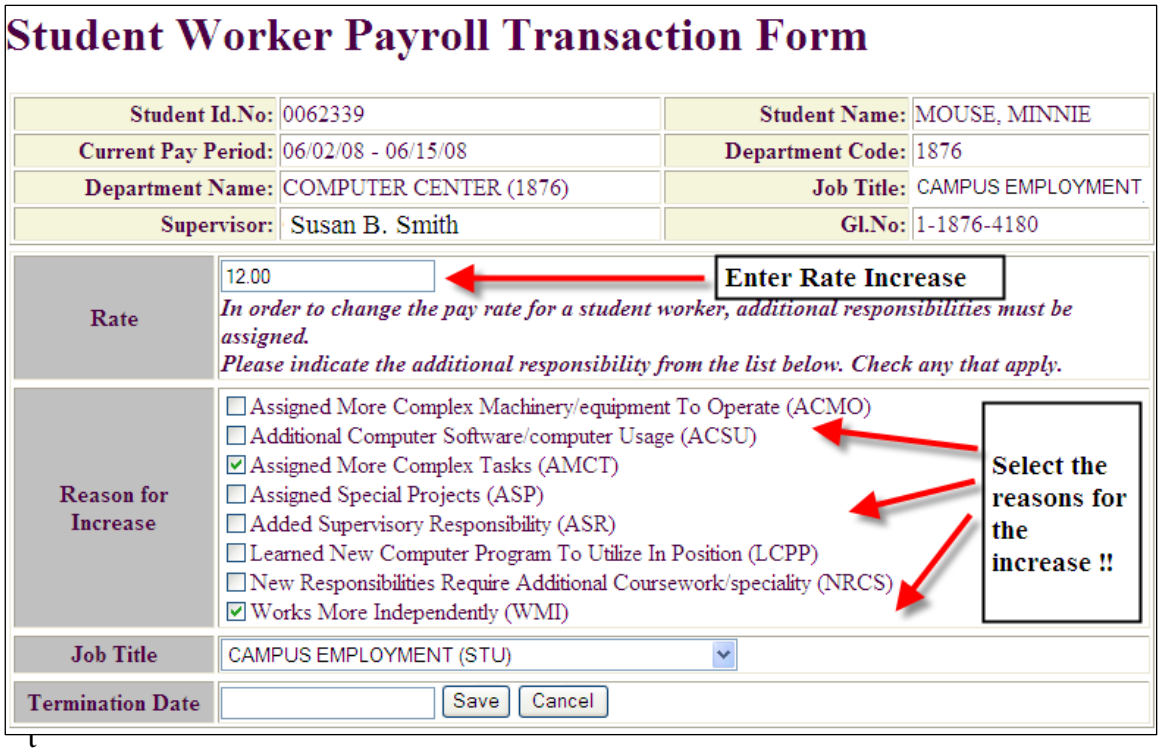


4. Key in the termination date (mm/dd/yy format) and click the "Save" button. The worker will no longer be able to add or edit time cards and will be marked as terminated on your list of workers.

Rate Increase

1. On the Administration menu, click on "Payroll Transaction Form" and then select your department from the drop down list and click the "Go" button.
2. Select the student from the list of workers and click the "EDIT" button.

3. The worker's details are displayed on the next screen.



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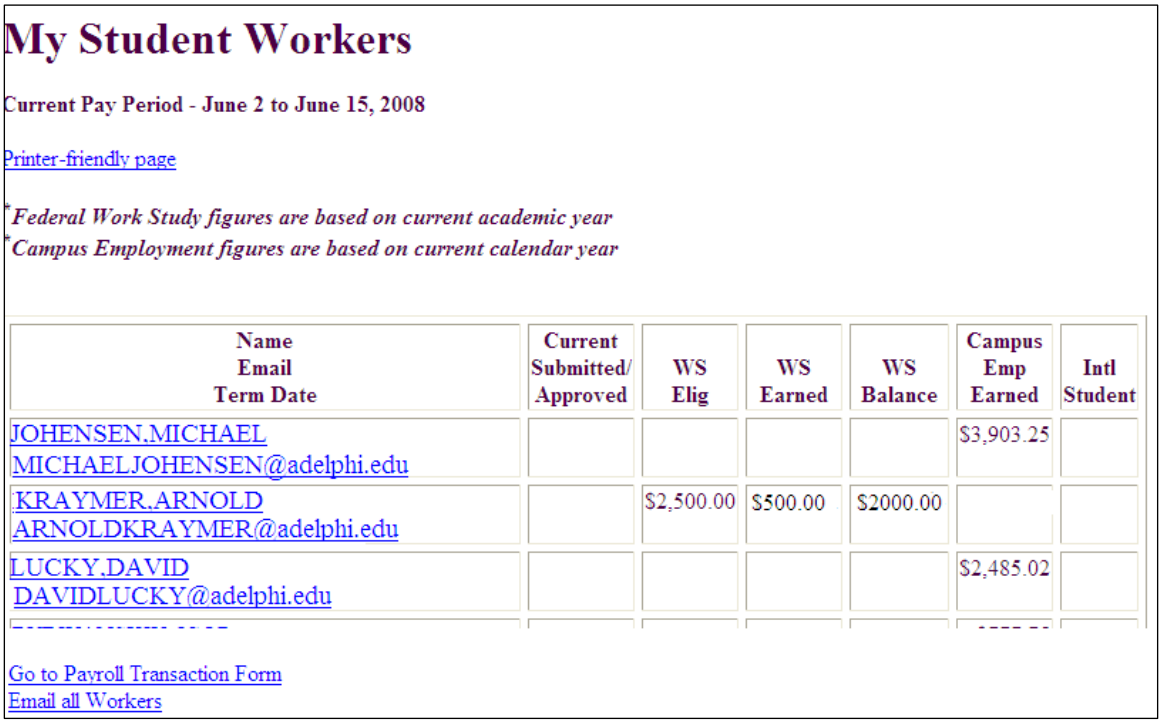
Enter the rate increase and select the reason(s) for the increase. You cannot give a rate increase without selecting at least one reason. Press the "Save" button after entering your changes.

4. Any changes become effective the NEXT pay period.
5. All department heads are notified via automated email on ALL rate changes.

My Student Workers

1. This option displays all the workers you supervise, broken down by department. It is an easy way to email and view your workers.



My Student Workers

Current Pay Period - June 2 to June 15, 2008

Printer-friendly page

Federal Work Study figures are based on current academic year
Campus Employment figures are based on current calendar year

Name Email Term Date	Current Submitted/ Approved	WS Elig	WS Earned	WS Balance	Campus Emp Earned	Intl Student
JOHENSEN,MICHAEL MICHAELJOHENSEN@adelphi.edu					$3,903.25	
KRAYMER,ARNOLD ARNOLDKRAYMER@adelphi.edu		$2,500.00	$500.00	$2000.00		
LUCKY,DAVID DAVIDLUCKY@adelphi.edu					$2,485.02	

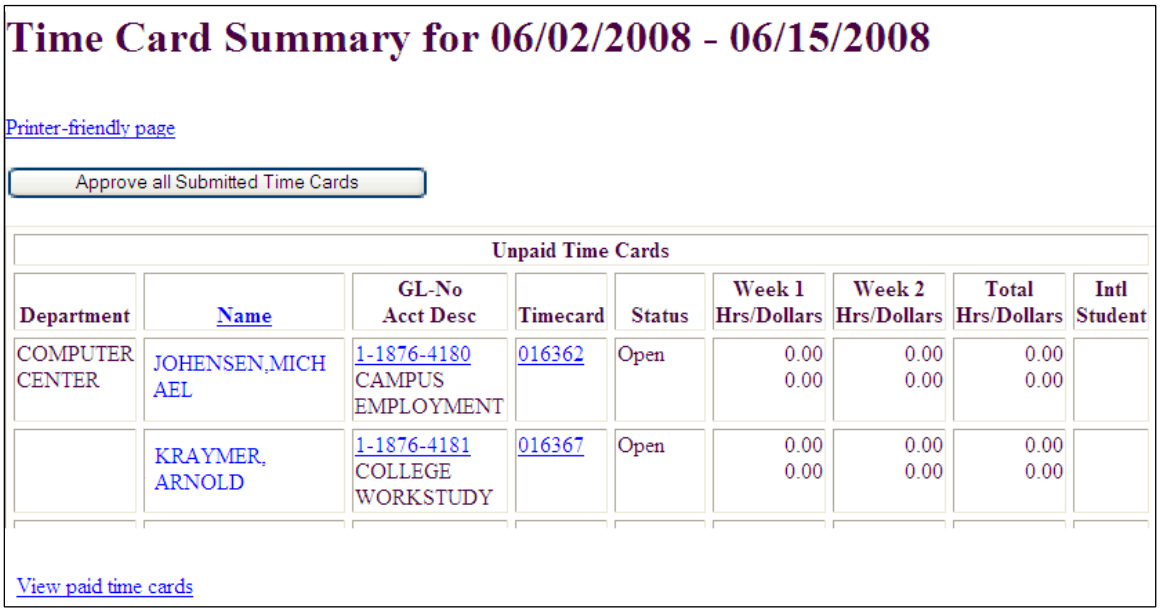
Go to Payroll Transaction Form
Email all Workers

2. The grid displays:
    - Name and email.
        - Click on the name to view the detail of OPEN time cards for this student.
        - Click on the email address to send an email to the student.
    - Current Submitted/Approved. Displays dollar amount (if any) of the time cards submitted by the student this pay period.
    - WS Elig – Total Amount this student is eligible for Work Study (if any).
    - WS Earned – If student is eligible for Work Study, the amount of his/her work study dollars earned so far.
    - WS Balance – If student is eligible for Work Study, the work study amount remaining.
    - Campus Emp Earned – amount of NON Work Study dollars (regular campus employment) earned.
    - Intl Student – denotes if this is an International Student.
3. The bottom of this screen has two links.
    - Go to Payroll Transaction Form – brings you to the Payroll Transaction Form Page
    - Email all Workers – click on this link to send one email to ALL the students (excluding terminated).

Approving Time Cards

My Pay Period Summary

1. This option displays all OPEN time cards for the current pay period.



Time Card Summary for 06/02/2008 - 06/15/2008

Printer-friendly page

Approve all Submitted Time Cards

Unpaid Time Cards

Department	Name	GL-No Acct Desc	Timecard	Status	Week 1 Hrs/Dollars	Week 2 Hrs/Dollars	Total Hrs/Dollars	Intl Student
COMPUTER CENTER	JOHENSEN,MICHAEL	1-1876-4180 CAMPUS EMPLOYMENT	016362	Open	0.00 0.00	0.00 0.00	0.00 0.00	
	KRAYMER, ARNOLD	1-1876-4181 COLLEGE WORKSTUDY	016367	Open	0.00 0.00	0.00 0.00	0.00 0.00	

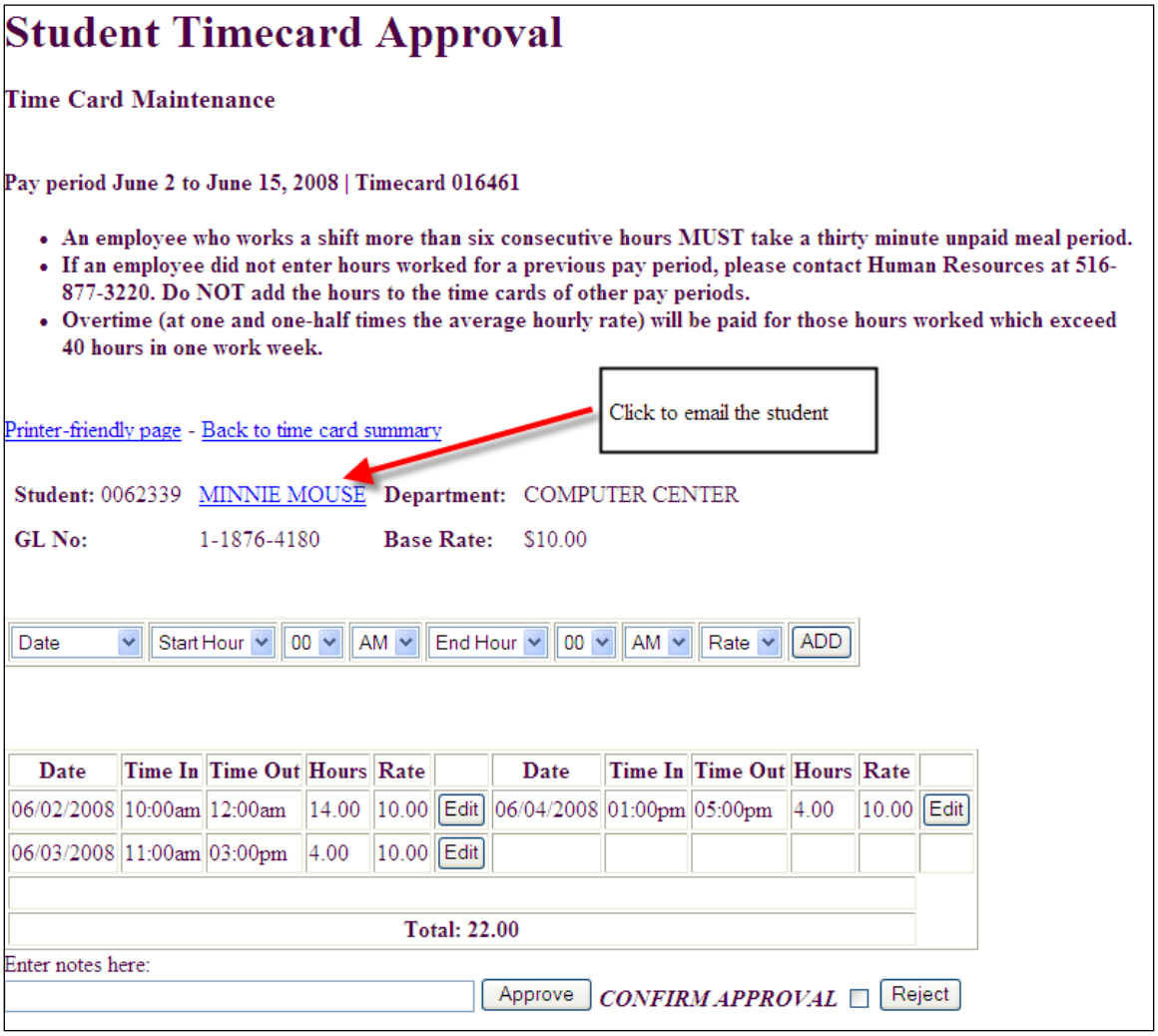
View paid time cards

- When first displayed, the grid will be sorted by Department then Name. If you supervise multiple departments and have many student workers, you can simply click on Name in the heading to sort the grid alphabetically by student name.
- GL-No Acct Desc – click on the GL Number to view your budget information. The total budget amount, YTD used so far, current amount this pay period, and the total remaining will be displayed.
- Timecard – time card number for this pay period. You can click on this number to view the details of the time card. If the status is "Submitted", you can approve or reject the individual time card.
- Hrs/Dollars – The hours worked and dollar amount (regular rate) for "Submitted" and "Approved" time cards for Week 1 and Week 2 of the current pay period.
- Intl Student – "Y" denotes this is an international student.

2. To Approve ALL time cards with status of "Submitted" click the "Approve All Submitted Time Cards" button located above the grid. Please note, once approved the time cards can no longer be edited. This should only be done when no further review of individual time cards is required. For example, suppose you know that two of the time cards are incorrect and the rest are fine. The best way to handle this is to review the two incorrect time cards and "reject" them (see Step 3. through 8 below), and then press the "Approve All Submitted Time Cards" to approve the others.

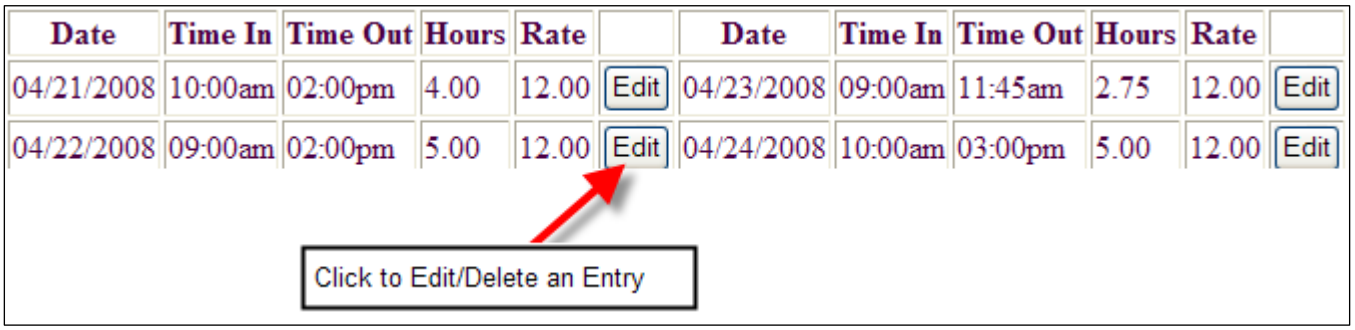
Individual Time Card Review

3. To review an individual time card, click on the time card you wish to review. *You can only approve/reject a time card with status "SUBMITTED".*

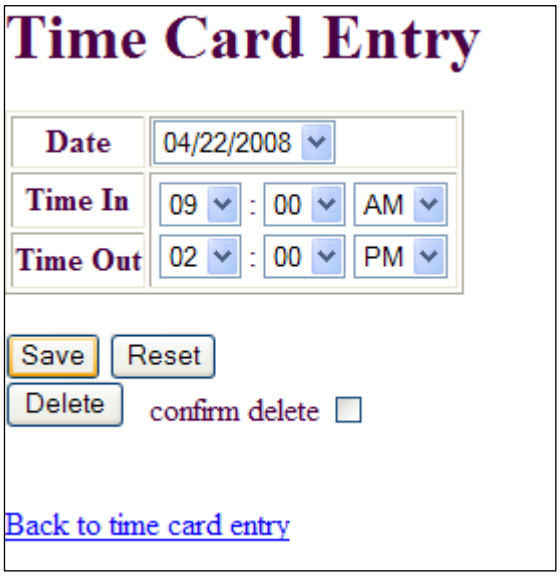


Time Card Procedures for Supervisors

4. To edit an entry, click on the "Edit" button for the day you want to change.

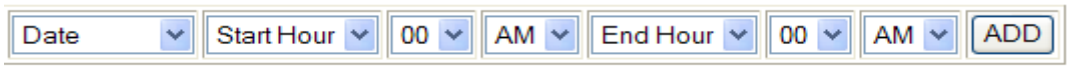


The next screen displays a detail of the time card and allows you to change the date, time in, and time out. Once you are done, click the "Save" button. To undo your changes, click the "Reset" button.



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

5. To add a new entry, click on the Date dropdown (above the time card grid), 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 select AM or PM for both. When you are done with your selections, click on the "ADD" button.



6. Enter any notes in the form provided. These notes will appear on the student worker's time card screen. This is useful when rejecting (see step 7) a time card, you can explain what you need the student to change in this form.

Time Card Procedures for Supervisors

7. To APPROVE the time card, check the "CONFIRM APPROVAL" checkbox, and then click the "Approve" button. The status will change to "Approved". The time CANNOT be edited once approved.
8. If you do not wish to approve the time card, and need more information from the student, you can Reject the time card at this point. Click the "Reject" button to reject the time card. The status will change to "Rejected" and the time card will appear on the student's time card screen as "Rejected". At that point, he can edit the time card and re-submit it for your approval.

Viewing Paid Time Cards

1. Choose “My Pay Period Summary”. On the bottom of the screen, click on the View paid time cards link.
2. A grid of paid time cards is displayed.
3. You can sort the grid by name, by clicking on “Name” in the heading.
4. To view an individual time card, click on the time card number to display the details. At this point, you can only view the data. No changes are allowed.