

Web Time Approval for Students Supervisors

Go into Pipeline

Click on Employee Services and then on Time Sheet

Choose Approve and acknowledge time

Your Department and the pay periods will be displayed on the next screen.
Choose the correct pay period.

There is a choice of how you want the students displayed – check whichever works best for you.

Click on select

A Summary sheet with your student workers and their hours appears

Clicking on a student's name will display the time sheet for that student worker

You may either approve the timesheet or send back for correction. If you send it back, add comments so the student can correct the problem. If a student submits it too early, simply send it back – don't approve it.

Remember that there are a limited number of days that time sheets can be submitted and approved before the payroll closes. Time sheets can be submitted anytime during the month, but once they are submitted, they cannot be added to. Any changes would have to go through the payroll office.

Time sheets will not be checked by the payroll office. Whatever you approve and submit is what that student will be paid for.

Questions? Call Alba x2929 or Cindy x2222