

Web Time Approval for Student Supervisors

Log onto Pipeline.

Click on Employee Services and then Time Sheet

Choose Approve and Acknowledge Time

The Department and Pay Periods will be displayed on the next screen. Choose the correct pay period.

Choose whichever display method works best for you.

Click on Select

A summary sheet with your student workers and their hours will appear

Click on a student's name to display the timesheet.

You can select Approve if the hours are correct, or Return for Correction if something needs to be adjusted. If you return it, you need to contact the student to let them know it was returned and what corrections need to be made. Students are not notified through Pipeline if a timesheet is returned, so it's important to personally contact them.

There are a limited number of days that timesheets can be submitted and approved before the payroll closes. If a timesheet is submitted too early, they cannot be changed without the assistance of someone in the Payroll Department.

Timesheets are to be completed in 15 minute increments. They will not be checked by the Payroll Office. What you approve is what the student will be paid for, so it is important to verify the hours are correct.

If you have questions, please contact Sam Wortham, Payroll Coordinator, at ext 2929 or Wendy WendtVanGuilder, Payroll Manager, at ext 2558