# **Supervisors of Federal Work Study Students**

# Instructions on How to Approve FWS Student Time Sheets Using Self Service Web Time Entry

## Introduction

Self Service Web Time Entry is a web-based time entry system designed to improve accuracy and eliminate loss or delays in paper processing of physical timesheets. The Web Time Entry system will allow you to log into a secure website and approve Federal Work Study students' hours online from any computer with access to the Internet. After you approve the time sheet information online, the information is sent electronically to Payroll for processing.

## **Timeframes and Deadlines**

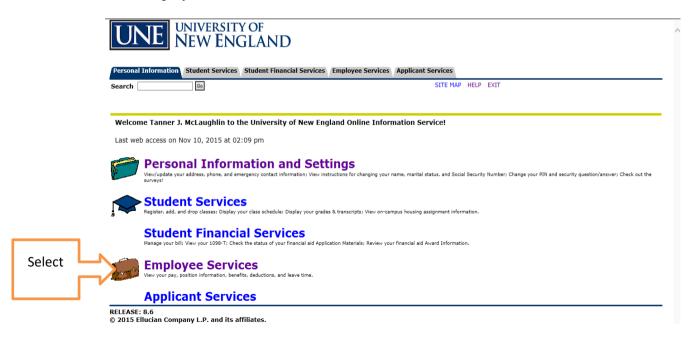
In order for FWS students to be paid each pay period, you will need to keep track and approve students' timesheets by the deadlines. Please refer to the Federal Work Study – Bi-Weekly Payroll Schedule for approval times & dates (usually by noontime every other Monday).

#### Please

# **Access through U-Online**

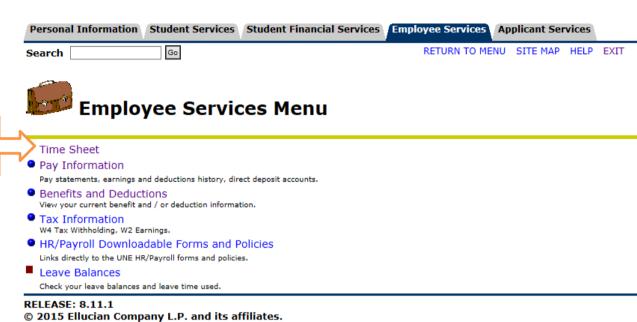
Log into your U-Online account

### **SELECT Employee Services:**



#### 1. Click **Time Sheet**.





## 2. Click Select.

Act as Superuser:

Select

Click

Click

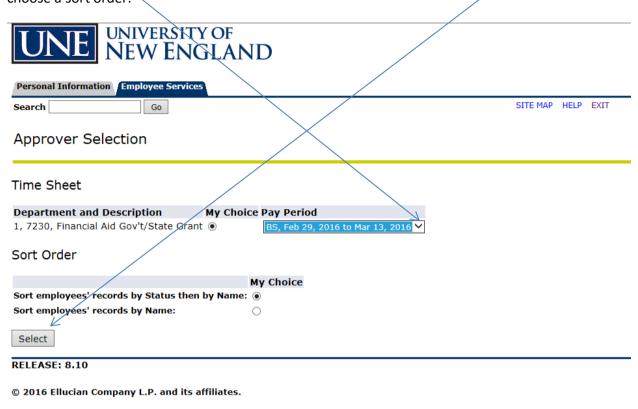


Personal Information Employee Services												
Search Go	SIT	ТЕ МАР	HELP	EXIT								
Time Reporting Selection												
Select a name from the pull-dow	n list to act as a proxy or select the check box to act as a Superuser.											
Selection Criteria												
	My Choice											
Access my Time Sheet:	O											
Access my Leave Report:	0											
Access my Leave Request:	0											
Approve or Acknowledge Time:	•											
Approve All Departments:												
Act as Proxy:	Self ✓											

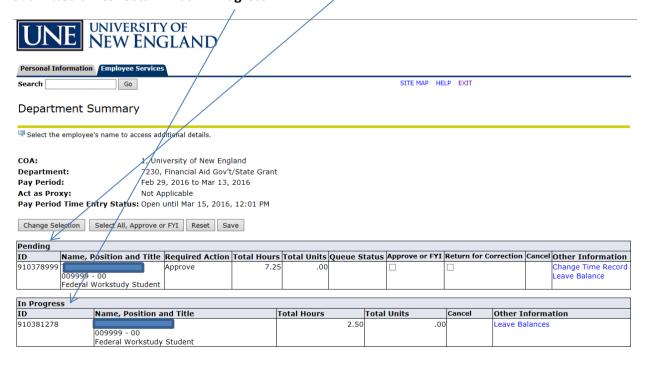
Time Sheet Web Time Approval Instructions

Proxy Set Up

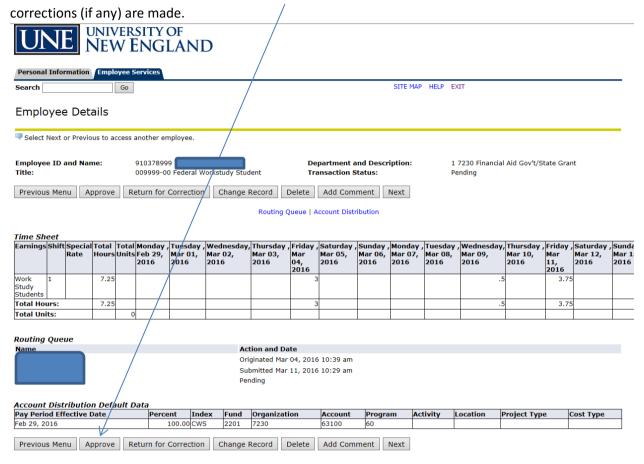
**1. Choose the Time Sheet Period** that you would like to approve. Then click **Select**. You may also choose a sort order.



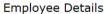
2. Students who have submitted timesheets will be **Pending** your approval. Students who have not submitted timesheets will be **In Progress.** 



3. Click on the Student's Name. Review the hours worked. You can return for **Correction, Change Record, Delete, Add Comment, or Approve**. Click **Approve** once the hours are reviewed and all



4. You will see **Approved** status of the student's time sheet.



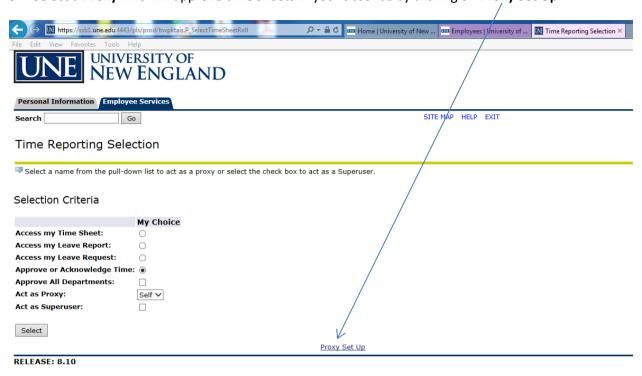


Routing Queue | Account Distribution

Time Sheet																	
Earning	s Shif	Special	Total	Total	Monday,	Tuesday,	Wednesday,	Thursday,	Friday,	Saturday ,	Sunday ,	Monday,	Tuesday,	Wednesday,	Thursday	Friday ,	, Satu
		Rate	Hours			Mar 01, 2016		2016				Mar 07, 2016	Mar 08, 2016		Mar 10, 2016		Mar 2016
Work Study Students	1		7.25						3					.5		3.75	
Total H	ours:		7.25						3					.5		3.75	i
Total U	nits:			0													



5. Select a **Proxy** who will approve time sheets in your absence by clicking on **Proxy Set Up.** 



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