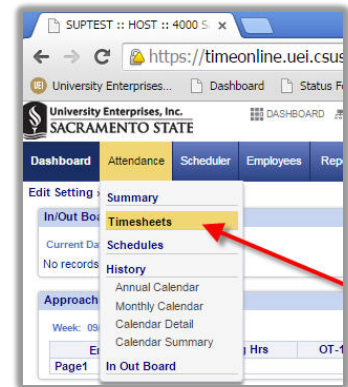
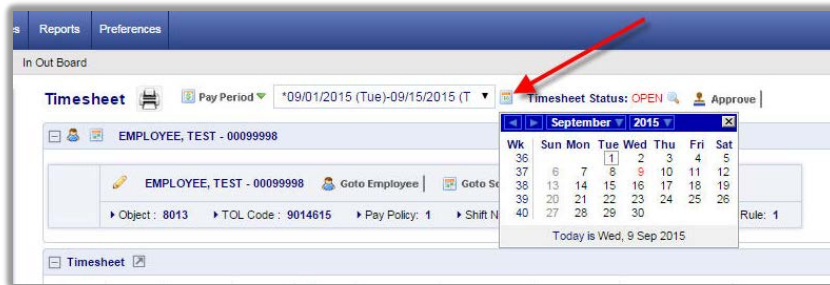


Supervisor – Approve Student Timesheets

Each pay period, you will need to approve your employee’s timesheets. This can be accomplished in these easy steps:

1. Log in to timekeeping system and select “Attendance/Timesheets” from tab menu.
2. Review the Pay Period to ensure you are in the correct pay period. If you need to change it, select the “Calendar” icon to the right of the pay period.



3. Review each day to ensure accuracy.
 - Be sure the correct account is used.
 - Look for sick leave; it must be used in 15 minute increments for no more than their scheduled shift.
 - Look for color highlights to indicate areas of the timesheet that need to be addressed.
 - **Yellow:** A punch is missing.
 - **Green:** Indicates overtime. Neither an employee nor Supervisor may adjust a timesheet to remove or cause to remove overtime as this violates California Labor Law.

- If a student is scheduled to work more than a six hour shift, they must take an unpaid 30 minute meal break within the first 5 hours of their shift (California Labor Law).

The screenshot shows the 'Timesheet' interface for employee 'EMPLOYEE, TEST - 00099998'. The 'Timesheet Status' is 'SUBMIT'. A red arrow points to the 'Approve' icon with the text 'Click Icon To Approve'. Another red arrow points to the 'SUBMIT' status with the text 'Note Submit Status'. A third red arrow points to the '0.18' value in the 'OT-1' column of the table, with the text 'Note Overtime'. A fourth red arrow points to the 'View Notes' button, with the text 'View Notes'. A fifth red arrow points to the employee name in the left navigation window, with the text 'From the left navigation window, select the employee'.

| Notes | Date | PayCode | In | Out | Reg | OT-1 | OT-2 | Daily Hours | TOL Code |
|-------|----------------|---------|---------|---------|------|------|------|-------------|----------------------------|
| | Mon 08/17/2015 | 0[WKHR] | 08:00AM | 12:00PM | 4.00 | 0.00 | 0.00 | 4.00 | 9014615 [TOL Code 9014615] |
| | Tue 08/18/2015 | 0[WKHR] | 08:02AM | 11:58AM | 3.93 | 0.00 | 0.00 | 0.00 | 9014615 [TOL Code 9014615] |
| | Tue 08/18/2015 | 0[WKHR] | 12:45PM | 05:00PM | 4.07 | 0.18 | 0.00 | 8.18 | 9014615 [TOL Code 9014615] |

4. Approve the time sheet by clicking on the "Approve" icon as shown below.

NOTE: Do NOT approve an open timesheet, unless your employee is absent or they do not have access to timekeeping system (employees that use a biometric time clock).

This close-up screenshot shows the 'Approve' icon in the 'Timesheet' interface. A red arrow points to the 'Approve' icon with the text 'Click Icon To Approve'. Another red arrow points to the 'SUBMIT' status with the text 'Note Submit Status'.

5. Troubleshooting

- If you need to edit/update an employee's timesheet after you have approved it, you will need to call UEI Payroll Services at (916) 278-7427 so that they may re-open the timesheet.
- If any updates are needed to a prior pay period that has already been paid, then an adjustment will need to be processed and that adjustment will also be reflected on a future invoice. Please contact Payroll Services for help with this process.
- If you are concerned that a student is falsely entering time or is punching from outside the work location contact our HR Department at (916) 278-7003.