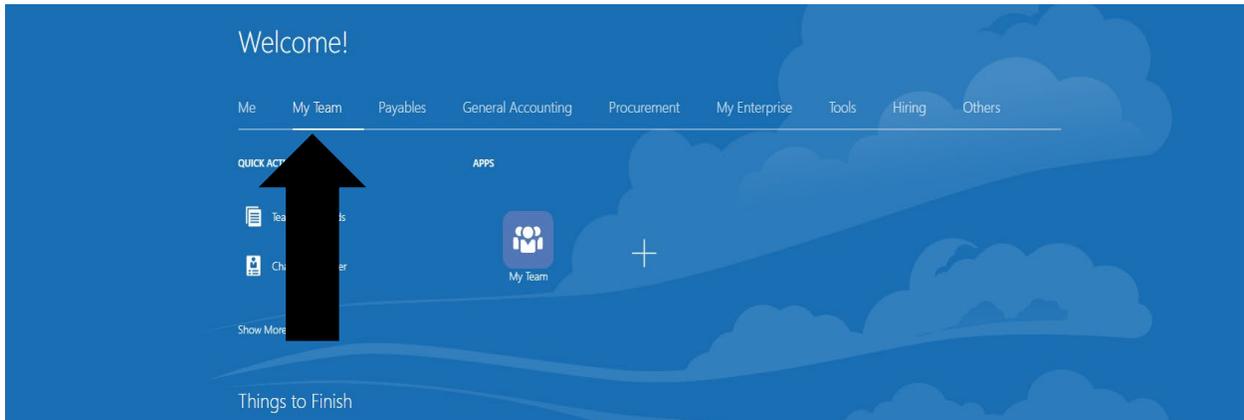
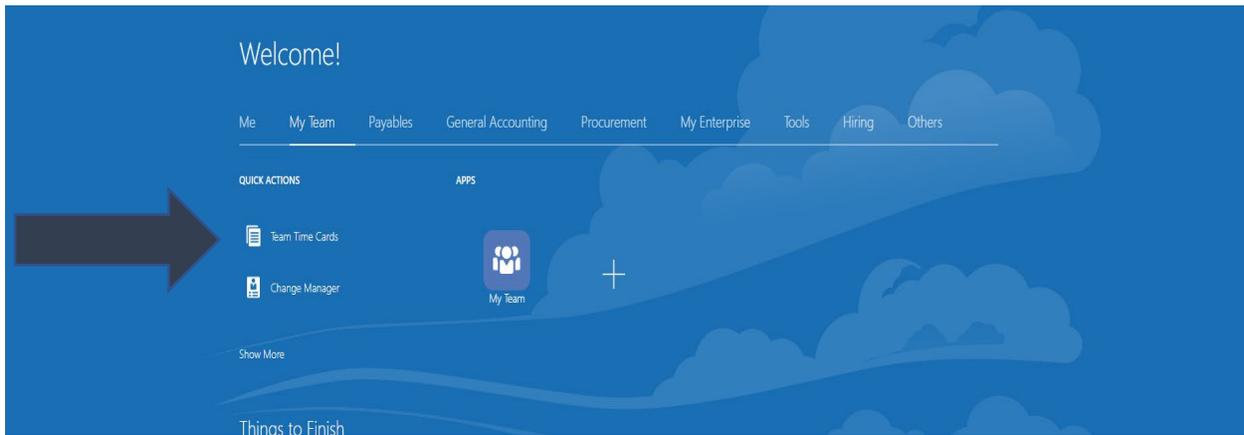


Reviewing and Approving Timesheets for Student Employees

In your Okta account click on My Team.



Next click on Team Time Cards



This next screen brings you to all of your student worker's timesheets. The Submitted timesheets are the ones you should review. (In this example below we just show one student.)

Find the student's timesheet you would like to review and click on the pay period dates associated for that timesheet.



On the next screen you see the dates and times the student worked for your review.

View By	Calculated details by earned date	Sort By	Earned date - old to new
Tuesday, June 11	5.00 Hours	Student Hours Worked	
Wednesday, June 12	5.00 Hours	Student Hours Worked	
Thursday, June 13	5.00 Hours	Student Hours Worked	
Monday, June 17	5.00 Hours	Student Hours Worked	

From here you can see the Approve option on the upper right if you agree with the hours worked.

If the timesheet is incorrect you can use the drop-down Actions option and you'll see the Reject function. This will send the timesheet back to the student for corrections.

***It is important for the supervisor to approve timesheets by the supervisor approval deadline as failure to do so will affect other timesheet jobs for that student and the student will not be paid for ANY of their jobs during this pay period.**

A note about sick hours submitted as "Absence Hours" on timesheets.

Students have the ability to see how many sick hours they accrued which are unused. If a student submits sick hours on a timesheet, and you agree that these are hours the student was assigned to work and missed due to being sick, you can simply approve that timesheet. If the student does not have any sick hours available or not enough sick hours, the system will not allow the student to submit the timesheet. The student will have to resolve this before they can submit their timesheet for your approval.