SUPervisor Instructions for Web Entry Timesheets

Students will enter their hours on WebOpus. When they have finished working for the month they will click on Submit. Once they click on submit and enter their PIN number as their signature, their timesheet will be sent to you to approve the hours. The supervisor entered as the approver is the supervisor who signed the work contract.

The hours are sent to the supervisor’s WebOpus account and the supervisor must log in to approve the hours.

Steps to Approve Student’s Hours:

- Log into WebOpus
- Click on Employee Services
- Click on Time Sheet
- Under the Selection Criteria choose the Approve or Acknowledge Time Sheets or Leave Requests and hit the Select button.
- Choose the Appropriate Time Sheet. **You will need to click on the drop down box and select the appropriate month that you are trying to approve.**

If you supervise one or more employees, you have the option of approving them all without looking at each one individually. This is the first option at the top of the approval form and is **NOT RECOMMENDED.** If you just look at the total hours and then turn the approve flag on, you will not be able to see the days the student reported working. (The student may have entered all their hours on one day and will then have many hours of overtime calculated).

For timesheets that are Pending Approval, you will be able to click on their name and open their timesheet. Here you will be able to review each day’s hours. Once you have completed your review, you can hit the approve button. A message will come up at the top of the page telling you how many records were approved.

Note: If you log in to approve hours and you do not have an “approve” button, this is because the student has not entered hours at all, or they have entered hours but did not hit the submit button.

Make sure your students are reporting their hours to the nearest quarter hour. (Forty-five minutes is NOT .45 - .45 will be paid as 27 minutes). The chart below can be used as a guide:

- **15 minutes = .25**
- **30 minutes = .50**
- **45 minutes = .75**

If a student’s hours are incorrect you can click on Add Comment to tell the student what is wrong and then click on Return for Correction. You can also click on Change Time Record to change hours and then the date you want to change. The screen moves to the hours or shift portion of the screen; put in the new number and hit the save hours or units button. **IF YOU**
MAKE CHANGES YOU MUST PUT COMMENTS ON THE TIMESHEET NOTING THE CHANGES YOU HAVE MADE (access by choosing the comments button under the hours portion).

If you make the changes, you must notify the student that you have done so (by e-mail or in person) so that they can log on and look at the changes that have been made.

After this point you can access the timesheet to look at it, but can no longer make changes. If corrections are necessary after you have approved the hours you will have to contact Megan in the Human Resources Office.

TIMESHEET ENTRY/APPROVAL DEADLINES:

Students must submit their timesheets by the end of the day on the 1st of every month.

Supervisors must approve their student’s timesheets by the end of the day on the 3rd of every month.

After this date the student and supervisor will not be able to log into the timesheet. Timesheets not done by this time will have to be completed on a paper timesheet picked up at the Human Resources Office. Students will NOT be paid until the following month.