

SUPERVISOR INSTRUCTIONS FOR WEB ENTRY TIMESHEETS

Students will enter their hours on WebOpus and when they have finished working during the current pay period they will click Submit. Once they click Submit their timesheet will be sent to the supervisor listed on the contract to approve the hours.

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**
- 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 pay period 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 submit their hours for approval.

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. Make sure your student corrects and returns the timesheet if returned for correction by the payroll deadline. 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 need to contact Human Resources.

TIMESHEET ENTRY/APPROVAL DEADLINES:

Students must submit their timesheets by the **entry deadline** listed on the [payroll calendar](#) each pay period. Encourage your students to submit their time on the last day they work in the pay period. Students are required to enter their hours while they are working.

Supervisors must approve their student's timesheets by the **approval deadline** listed on the [payroll calendar](#) each pay period.

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 requested from the Office of Human Resources and pay may be delayed.