

Approving Timesheets

1. Log in to AIS
2. Human Resources
3. Student Employment
4. Enter in cost center for position in to Cost Center field

CSU-Pueblo Administrative Information System (AIS)

Student Employment

Award Year: 2019 Cost Center:

Key: ■ Contract is not active or award dollars exceeded. ■ Overtime/Adjustments.
■ Contract has less than 25% remaining to pay.

Idno	Name	Term	Award Type	Award Amt	Remaining Hrs	Paid	As Of	Rate	Contr Active From	To
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< hrstrno >

* Click Right Mouse Button for Payroll Detail Information

- a. Cost Center.
5. Enter
 6. This will show you students in that academic year that have/had contracts under the specific cost center
 7. Click red check mark

CSU-Pueblo Administrative Information System (AIS)

Student Employment **Approve Time Sheets**

Award Year: 2019 Cost Center: 1310481 FINANCIAL AID

Key: ■ Contract is not active or award dollars exceeded. ■ Overtime/Adjustments.
■ Contract has less than 25% remaining to pay.

Idno	Name	Term	Award Type	Award	Remaining Amt	Hrs	Paid	As Of	Rate	Contr Active From	To
PID-51-0197	ANDERSON, MADISON P	FAL	CO WS N	1,750.00	39.27	3.50	1,710.73	12/31/19	11.10	10/17/19	12/31/19
			SPG	2,050.00	490.00	40.75	1,560.00	04/30/20	12.00	01/01/20	05/01/20
				2,050.00	490.00	40.75	1,560.00	04/30/20	12.00	03/01/20	05/01/20
PID-43-2214	BREWER, TAYLOR A	FAL	CO WS NN	1,750.00	207.10	18.50	1,542.90	12/31/19	11.10	08/30/19	12/16/19
PID-50-9838	CANNON, ASHLEY A	FAL	FED WS	1,750.00	379.14	34.00	1,370.86	12/31/19	11.10	08/23/19	12/31/19
			SPG	2,050.00	349.00	29.00	1,701.00	04/30/20	12.00	01/01/20	05/01/20
				2,050.00	349.00	29.00	1,701.00	04/30/20	12.00	03/01/20	05/01/20
PID-46-5378	ESPARZA, STACY B	FAL	CO WS N	750.00	22.95	2.00	727.05	08/31/19	11.10	08/01/19	08/30/19
PID-52-6493	GOAD, KACY L	FAL	CO WS N	1,750.00	1.73		1,748.27	12/31/19	11.10	08/09/19	12/31/19
			SPG	2,050.00	883.00	73.50	1,167.00	04/30/20	12.00	01/01/20	05/01/20
				2,050.00	883.00	73.50	1,167.00	04/30/20	12.00	03/01/20	05/01/20

* Click Right Mouse Button for Payroll Detail Information

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Approve Time Sheets

- a.
 8. You can either approve per PID, Hours Needing Approval, or select All Hours to pull up all students' time sheets.
 9. Select Hours Needing Approval, this will pull up hours from all student under cost center that need hours approved.

Approve Time Sheets											
Jan 2020 COLORADO STATE UNIVERSITY - PUEBLO STUDENT EMPLOYEE TIME SHEET											
MADISON ANDERSON						PID-51-0197		Award Data as of 01/28/2020			
Position No: 1212 SFS OFFICE SUPPORT I						2019-2020 Award (Fall \$1,750.00, Spg \$1,750.00)					
FINANCIAL AID (1310481)											
STATE WORK STUDY-NEED (5991)						*Remaining: \$1372.00		*Hrs Remaining: 114.30			
Contract Period: 01/01/20 to 05/01/20						*Includes all hours entered thru Jan 2020		Hourly Rate: \$12.00			
Day	Date	In	Out	Hours	Appv	Deny	By	On	Paid	Message	
Wed	01/22/20	8:45 am	11:15 am	2.50	☐	☐			☐		
Thu	01/23/20	8:00 am	11:00 am	3.00	☐	☐			☐		
Thu	01/23/20	2:30 pm	5:00 pm	2.50	☐	☐			☐		
Fri	01/24/20	1:30 pm	5:00 pm	3.50	☐	☐			☐		
Tue	01/28/20	8:00 am	11:00 am	3.00	☐	☐			☐		
Approve All: ☐											
TIME SHEETS HOURS MUST BE approved by the 5:00PM on the THIRD WORKING DAY of February 2020.								Total Hrs for Jan 2020 : 31.50			
								Hourly Rate: x \$12.00			
* If dollars PAID EXCEEDS the REMAINING dollars available, the DEPARTMENT ACCOUNT will be CHARGED.								Gross Pay: \$378.00			
Submit / Print Submit Cancel											

a.

10. Review Hours and if they are correct select Approve All and submit