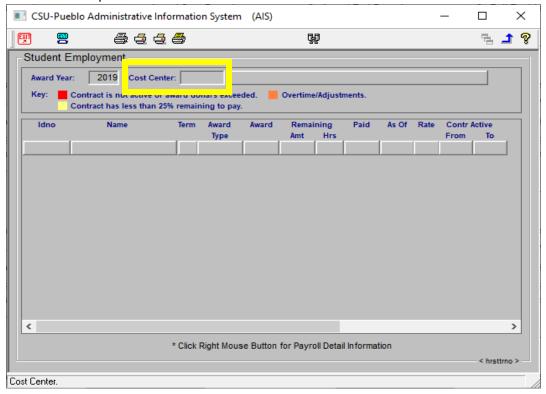
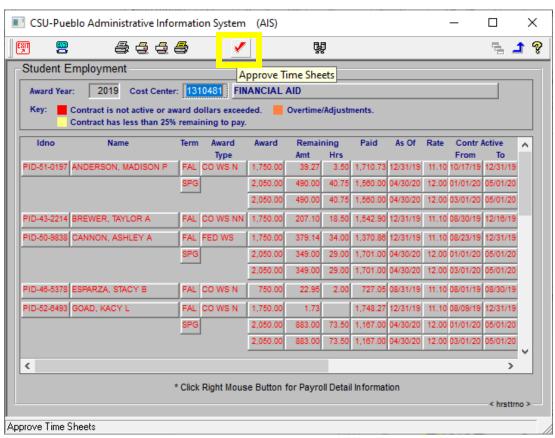
## **Approving Timesheets**

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



- 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



- 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 Position No: 1212 SFS OFFICE SUPPORT I FINANCIAL AID (1310481)	PID-51-0197 Award Data as of 01/28/2020 2019-2020 Award (Fall \$1,750.00, Spg \$1,750.00)
STATE WORK STUDY-NEED (5991) Contract Period: 01/01/20 to 05/01/20	*Remaining: \$1372.00 *Hrs Remaining: 114.30 *Includes all hours entered thru Jan 2020 Hourly Rate: \$12.00
Day Date In Out Hours Appv Deny E	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.  * If dollars PAID EXCEEDS the REMAINING dollars available, the DEPARTMENT ACCOUNT will be CHARGED.  * Total Hrs for Jan 2020 : 31.50 Hourly Rate: x \$12.00 Gross Pay: \$378.00	
	Submit / Print Submit Cancel

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