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
   
   ![Image of AIS interface]

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