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

nployment	ost Center:									1	
ontract is not a	than 25% rem	uonars exce	eded. 📕 y.	Overtim	e/Adjust	ments.					
Name	Terr	n Award Type	Award	Rema Amt	ining Hrs	Paid	As Of	Rate	Contr From	Active To	
	nployment 2019 contract is not a contract has less Name	2019 Cost Center: contract is not active or award contract has less than 25% rem Name	2019 Cost Center: contract is not active of award domais excellent contract has less than 25% remaining to pa Name Term Type	2019 Cost Center: contract is not acure of award contact exceeded. contract has less than 25% remaining to pay. Name Term Award Award Type	2019 Cost Center: contract is not acure or award domars exceeded. Overtim contract has less than 25% remaining to pay. Name Name Term Award Type Amt	Name Term Award Award Remaining Type Amt Hrs	Imployment Imployment 2019 Cost Center: Contract is not accure or award domars exceeded. Overtime/Adjustments. Contract has less than 25% remaining to pay. Overtime/Adjustments. Name Term Award Award Remaining Paid Type Amt	Imployment 2019 Cost Center: Contract is not acure or award domars exceeded. Imployment Contract has less than 25% remaining to pay. Name Term Award Remaining Paid As Of Type Amt	2019 Cost Center: contract is not acure or award domars exceeded. Overtime/Adjustments. contract has less than 25% remaining to pay. Name Term Award Award Remaining Paid As Of Rate Type Amt Hrs Image: Contract is not acure or award in the second secon	2019 Cost Center: contract is not acure or award contract exceeded. Overtime/Adjustments. contract has less than 25% remaining to pay. Overtime/Adjustments. Name Term Award Award Remaining Paid As Of Rate Contr Type Amt Hrs From From From From	2019 Cost Center: contract is not acure or award domars exceeded. Overtime/Adjustments. contract has less than 25% remaining to pay. Overtime/Adjustments. Name Term Award Award Remaining Paid As Of Rate Contr Active Type Amt Hrs From To

- 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 Info	rmatio	on System	(AIS)						_		Х
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Student Employment		A	pprove T	ime She	ets						
Award Year: 2019 Cost Center	: 131	0481 FIN	ANCIAL	AID							
Key: Contract is not active or award dollars exceeded. Overtime/Adjustments. Contract has less than 25% remaining to pay.											
Idno Name	Term	Award	Award	Remai	ning	Paid	As Of	Rate	Contr	Active	^
PID-51-0197 ANDERSON, MADISON P	FAL	CO WS N	1,750.00	Amt 39.27	Hrs 3.50	1,710.73	12/31/19	11.10	From 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	1,580.00	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	1,370.88	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	
	leu l	00.000.00	2,050.00	349.00	29.00	1,701.00	04/30/20	12.00	03/01/20	05/01/20	
PID-40-0378 ESPARZA, STACY B	FAL	CO WS N	750.00	22.90	2.00	121.00	08/31/19	11.10	08/01/19	08/30/19	
PID-62-6493 GOAD, KACY L	FAL	CO WS N	1,750.00	1.73	72.50	1,748.27	12/31/19	11.10	08/09/19	12/31/19	
	0.0		2,050.00	883.00	73.50	1,167.00	04/30/20	12.00	03/01/20	05/01/20	
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* Click Right Mouse Button for Payroll Detail Information < hrstmo >											

- a. <u>Approve Time Sheets</u>
 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 STAT STUDENT EM	FE UNIVERSITY - PUEBLO PLOYEE TIME SHEET						
MADISON ANDERSON Position No: 1212 SFS OFFICE SUPPORT I FINANCIAL AID (1310481) STATE WORK STUDY-NEED (5991) Contract Period: 01/01/20 to 05/01/20	PID-51-0197 Award Data as of 01/28/2020 2019-2020 Award (Fall \$1,750.00, Spg \$1,750.00) * *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 B Wed 01/22/20 8:45 am 11:15 am 2.50	By On Paid Message						
Approve All:	on the THIRD WORKING DAY of Total Hrs for Jan 2020 : 31.50 Hourly Rate: <u>x \$12.00</u> ole, the DEPARTMENT ACCOUNT Gross Pay: \$378.00						
	Submit / Print Submit Cancel						

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