

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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* Click Right Mouse Button for Payroll Detail Information

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- 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 From	Active 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-52-8493	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

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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.

