





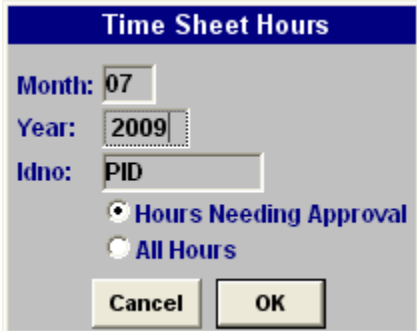
## Online Student Employment Timesheets Supervisor Approval (AIS Instructions)

Based on your AIS access to the **Student Employment** window, you will be able to review student timesheet entries for students employed within the selected cost center. Only the supervisor or the designated delegate on the Job Announcement will be allowed to approve or deny time sheet entries.

***You may approve or deny timesheet entries once the student has recorded their hours using the PAWS Student Employment module. ALL entries must be approved by the third working day of the next month when timesheets are processed by payroll.***

To review timesheets for a student employee:

1. Login into AIS. 
  - Enter your User Id and Password, and press the ENTER key.
2. Select Human Resources icon from the main menu. 
3. Select Student Employment icon from the sub menu. 
4. In the Student Employment window, type in the 7-digit cost center in which the employee is assigned, and press the TAB or ENTER key.
5. On the menu bar at the top of the screen, click the red check box to open the timesheet approval window.  If you do not see this icon, then you are not assigned as a supervisor or delegate for the entered cost center.
6. Inside the Time Sheet Hours box:
  - Enter the 2-digit month and 4-digit year for the timesheet(s) to view. Leave these fields blank to retrieve all months.
  - If you wish to review a single employee, enter in the student's personal identification number (PID); otherwise, leave blank to review all students employed within the selected cost center.
  - Default review is set to 'Hours Needing Approval'. To review ALL entries (including previously-approved/denied entries); click on the radio button for 'All Hours'.
  - Select the OK button. It may take a few moments to retrieve the timesheet information.



The screenshot shows a dialog box titled "Time Sheet Hours" with a blue header. It contains the following fields and options:

- Month: 07
- Year: 2009
- Idno: PID
- Radio buttons:  Hours Needing Approval and  All Hours
- Buttons: Cancel and OK

7. All timesheet entries meeting the selected criteria will be displayed. If no items are retrieved and the student has correctly entered hours, verify the information entered on the Timesheet Hours box.
  - Entries are grouped by month, student and contract. Review to ensure all award/contract data is correct. Contact Student Financial Services if contract, hourly rate, etc. are incorrect.
  - Check the **APPV** or **DENY** boxes to approve or deny individual entries, or click the **Approve All** checkbox to approve all hours for the student contract pay period.
  - If you wish to have a printed copy of the time sheet, click the **PRINT** button at the bottom of the screen.
  - After completing the approval process, click the **SUBMIT** button at the bottom of the screen. If multiple students were retrieved, you may scroll down to the next timesheet.

**Approve Time Sheets**

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**Jul 2009      COLORADO STATE UNIVERSITY - PUEBLO**  
**STUDENT EMPLOYEE TIME SHEET**

**Position No:** 1050 BIO OFFICE SUPPORT      **PID:** [REDACTED]      Award Data as of 07/07/09  
**DEPT OF BIOLOGY (010-221)**      2008-2009 Award (Smr \$1,400.00)  
**CO WORK STUDY - HEED (783)**      Paid as of 05/31/09 (\$364.00+\$0.00 other depts) \$364.00  
**Contract Period: 05/04/09 to 08/07/09**      Remaining: \$1036.00      Hrs Remaining: 142.31  
**Hourly Rate:** \$7.28

Day	Date	Start	End	Hrs	Appv	Deny	By	On	Paid	Message
Wed	07/01/09	8:00 am	10:30 am	2.50	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
Thu	07/02/09	8:00 am	10:30 am	2.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	JIMINEZ T	07/07/09	<input type="checkbox"/>	
Thu	07/02/09	1:00 pm	5:00 pm	4.00	<input type="checkbox"/>	<input checked="" type="checkbox"/>	JIMINEZ T	07/07/09	<input type="checkbox"/>	
Mon	07/06/09	8:00 am	10:30 am	2.50	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	

**Approve All:**

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TIME SHEETS HOURS MUST BE approved by the 5:00PM on the THIRD WORKING DAY of August 2009.

If dollars PAID EXCEEDS the REMAINING dollars available, the DEPARTMENT ACCOUNT will be CHARGED.

**Total Hrs for Jul 2009 :** 7.50

**Hourly Rate:** x \$7.28

**Gross Pay:** \$54.60

< hrsttmo >

8. You may return to this screen and modify any entries you have approved or denied until the timesheets have been processed by payroll. Payroll processed items will be indicated with a mark in the **Paid** column.
9. Any entries that have triggered a warning regarding potential violation of student employment rules will be indicated in the **Message** column.