Student Payroll Web Time Entry Guidelines

Approvers

TIPS & REMINDERS
Student Employee cut-off time for entering time is Monday at 5:00 PM. The Approver’s deadline for approving time sheets is Tuesday, end of the day.

THE TIME SHEET SUMMARY: APPROVERS
1. Log into the Employee Hub at: http://www.xavier.edu/employees
2. Click on the SELF-SERVICE box.
3. Click on the EMPLOYEE SERVICES link from the Main Menu.
4. Click the TIME SHEET Hyperlink.
5. Under My Choice, click the APPROVE OR ACKNOWLEDGE TIME option. Note: If you’re acting on behalf of another Approver, select the appropriate choice from the Act as Proxy dropdown box. Click Select.

6. After clicking Select, the following screen will appear:

   Approver Selection

   Time Sheet

   Department and Description My Choice Pay Period
   X, 75151, Financial Services  BW, Jun 04, 2012 to Jun 17, 2012

   Sort Order

   Sort employees’ records by Status then by Name  My Choice
   Sort employees’ records by Name:

   Select

7. Select the correct pay period from the drop down menu
8. Then Select the SORT ORDER type.

SORT ORDER INFORMATION
1. The sort order type determines how the employee time sheets will be displayed on the next screen. If you choose SORT EMPLOYEE’S RECORD BY STATUS THEN BY NAME the time sheets will be sorted by the current status of the time sheet.

   PENDING time sheets are always listed first. These are the time sheets that have been submitted and are awaiting your approval.
2. Next, you will see APPROVED time sheets. You have already approved these time sheets.
3. Time sheets with a status of IN PROGRESS are displayed next. The employee’s listed in this section have started their time sheets but have not submitted them for approval.
4. If you choose SORT EMPLOYEE’S RECORD BY NAME, the time sheets are displayed as one alphabetical list with the status of the time sheet to the right of the employee’s name.

REVIEWING & APPROVING A TIME SHEET
1. The screen will display a list of employees either by time sheet status or alphabetically depending upon the sort order you choose.
2. In the OTHER INFORMATION column, look for the Comments link. If applicable, click Comments hyperlink to read.
3. To view student’s time sheet, click the student’s name in the NAME AND POSITION column.

4. Review the submitted time sheet in detail. Be sure to scroll down to view all information.
5. To approve the time sheet, click the APPROVE button located at the bottom of the time sheet.
   Note: The page will refresh and display a message that the time sheet was approved.
6. Click the PREVIOUS MENU button to return to the Approvers Summary Page.
7. Note: If a student has started their time sheet but did not submit it by the submission deadline the status of the time sheet will be IN PROGRESS. You will need to click on the student’s name to access their timesheet. Then you will need to submit their time sheet by clicking SUBMIT as shown below.

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After you submit the student’s time sheet, you will then be able to approve or make changes as necessary. Note: See below for instructions on how to change a time sheet.

**CHANGING A TIME SHEET**

If a change needs to be made to a student’s time sheet you must make the change. **DO NOT RETURN TO STUDENT EMPLOYEE FOR CORRECTION.**

1. While viewing the student’s time sheet, click the **CHANGE RECORD** box.
2. Click the **HYPERLINK** for the hours to be changed.
3. Enter the **Time In** and **Time Out** in fifteen minute increments.
4. Click the **SAVE** button.
5. If you make changes to the student employee’s time sheet you should notify them of the changes made. You can use the **COMMENTS** function to record the reason for the change for audit purposes.
6. Click **PREVIOUS MENU** button to return to timesheet.
7. Click the **APPROVE** button. The page will refresh and display a message that the time sheet was approved. Also, the **approved by** section will be populated with your name.
8. Click the **PREVIOUS MENU** button to return to Approvers Summary Page.

**DESIGNATING A PROXY (Back-up Approver)**

A proxy is a person who can act as an Approver if you are unavailable.

1. On the **Time Reporting Selection Page**, click the **PROXY SET UP** hyperlink located at the very bottom of the page.
2. From the **NAME** dropdown box, select the person you want designated as a proxy.
3. Click the box beside the selected person’s name.
4. Click the **Save** button.
5. You **MUST** e-mail payroll@xavier.edu with the name of your proxy so the appropriate permissions can be granted.

**QUESTIONS**

Contact: Payroll at 745-3436 or payroll@xavier.edu