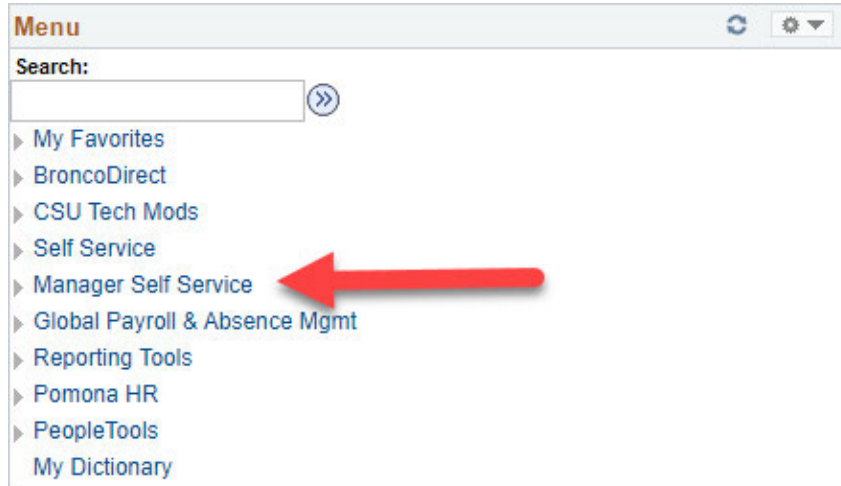


HOW TO REPORT TIME FOR A STUDENT EMPLOYEE:

Manager Self Service > Time Management > Report Time > Timesheet



Menu

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Report Time
Report time or request absences.

- Timesheet**
- Manager Absence Entry

If you leave the criteria fields blank and click “Get Employees” all employees that you have access to will populate below.

Report Time

Timesheet Summary

▼ Employee Selection Criteria

Description	Value
Group ID	<input type="text"/>
Empl ID	<input type="text"/>
Empl Rcd Nbr	<input type="text"/>
Business Unit	<input type="text"/>
Job Code	<input type="text"/>
Job Description	<input type="text"/>
Department	<input type="text"/>
Supervisor ID	<input type="text"/>
Company	<input type="text"/>
Position Number	<input type="text"/>













- If entering time for a specific employee, enter Bronco number in Empl ID field.
- If entering time for a group of employees, enter Group ID value or click on the magnifying glass to view your options.
 - Group IDs for student employees, including federal work study, begin with an “S” and are followed by the first three digits of the department ID.
 - Group IDs for student employees, *not including* federal work study, end with a “C” and are only assigned to approvers.
 - Example - The group ID for students in department 33000 is S330 for timekeepers and S330C for approvers.

Report Time

Timesheet Summary

▼ Employee Selection Criteria

Description	Value
Group ID	<input type="text"/> 
Empl ID	<input type="text"/> 
Empl Rcd Nbr	<input type="text"/> 
Business Unit	<input type="text"/> 
Job Code	<input type="text"/> 
Job Description	<input type="text"/> 
Department	<input type="text"/> 
Supervisor ID	<input type="text"/> 
Company	<input type="text"/> 
Position Number	<input type="text"/> 

Clear Selection Criteria Save Selection Criteria Get Employees

Look Up Value

Search by: begins with

Look Up Cancel Advanced Lookup

Search Results

View 100 First 1-3 of 3 Last

Group ID	Group Type	Indicator	Description
A330	Dynamic		33000 Absence Mgmt
S330	Dynamic		33000 Student Time
S585	Dynamic		58500 Student Time

Look Up Value

Help

Search by: begins with

Look Up Cancel Advanced Lookup



Search Results

View 100 First 1-5 of 5 Last

Group ID	Group Type	Indicator	Description
A1692	Dynamic		16920 Absence Mgmt
A1693	Dynamic		16930 Absence Mgmt
A330	Dynamic		33000 Absence Mgmt
S169C	Dynamic		16900 Student Time-CERTIFIER
S330C	Dynamic		33000 Student Time-CERTIFIER

Click on employee's name to report time for them.


Employees For Page Astley, Totals From 06/21/2021 - 06/27/2021















Name	Job Description	Reported Hours	Hours to be Approved	Scheduled Hours	Exception
 Kerri	Student Asst	8.00	0.00	0.00	
	Instr Stdnt Asst	0.00	0.00	0.00	
Jan					

View By: Week Date: 06/21/2021  Refresh << Previous Week Next Week >> Next Employee >>

Reported Hours: 8.00 Hours

From 06/21/2021 to 06/27/2021

Timesheet 

Day	Date	Status	In	Out	In	Out	In	Out	Punch Total	Taskgroup	Time Zone	Date		
Mon	6/21	Submitted	9:00.00AM	1:00.00PM	2:00.00PM	8:00.00PM			8.00	POMTASK	PST	6/21		
Tue	6/22	New								POMTASK	PST	6/22		
Wed	6/23	Submitted	9:00.00AM							POMTASK	PST	6/23		
Thu	6/24	New								POMTASK	PST	6/24		
Fri	6/25	New								POMTASK	PST	6/25		
Sat	6/26	New								POMTASK	PST	6/26		
Sun	6/27	New								POMTASK	PST	6/27		

Submit Clear

- The current week will populate, but you can view the Timesheet in days, weeks, or time period by clicking on the View By drop down menu.
- Time may be entered in the AM/PM format or the 24-hour military format.
- Once you have completed entering time for the student, click on Submit.

Note: Time Administration process will run multiple times a day: 7am, 10am, 12pm, 2pm, 4pm, and 5:30pm. Once this process runs, the reported time will run against the Time Administration rules and generate payable time and exceptions, if any.