



STUDENT EMPLOYMENT TIMEKEEPING PROCESS STEP BY STEP QUICK GUIDE

	TASK (TO BE COMPLETED BY)	WHEN TO COMPLETE	HOW TO COMPLETE	PURPOSE OF TASK
STEP 1	<u>STUDENT</u> Reports time in and time out punches in PeopleSoft <i>*Timekeepers or Time Approvers may report time for the student if they do not have access</i>	<u>DAILY</u> Grace period for students to edit timesheets is 2 business days after the pay period has ended	Student logs into PeopleSoft and navigates to Timesheet Student enters time in and time out punches, then clicks submit	To foster student accountability of time worked To progress towards a standardized and efficient payroll processing system across campus
STEP 2	<u>TIMEKEEPER</u> Reviews student time	<u>WEEKLY (Once per week at a minimum)</u> Grace period to edit timesheet is 4-5 business days after pay period has ended <i>*Due dates are available on the Student Pay Schedule</i>	<u>RUN AUDIT QUERIES:</u> <ul style="list-style-type: none"> • Future Dated Punches • Missed Punches • Payable Time for Given Period Timekeeper can navigate Payable Time Details to view status of payable time (Needs Approval, Approved, Transmitted, Sent to PIP)	To ensure students are complying with the timekeeping rules To allow sufficient time to make corrections before the close of the pay period
STEP 3	<u>TIMEKEEPER</u> Reviews exceptions	<u>WEEKLY (Once per week at a minimum)</u> Grace period to edit timesheet is 4-5 business days after pay period has ended <i>*Due dates are available on the Student Pay Schedule</i>	<u>TIMEKEEPER NAVIGATES TO MANAGE EXCEPTIONS PAGE</u> <ul style="list-style-type: none"> • If exception is due to a keying error, student/timekeeper makes corrections in Timesheet If exception is allowable, Timekeeper notifies Carlie Zamora in Payroll Services to allow exception	To ensure reported time is in compliance with Time Administration rules To ensure students are not working over the maximum number of hours per week or pay period
STEP 4	<u>TIME APPROVER</u> Approves payable time for all student assistants (INCLUDING FWS)	<u>NO LATER THAN THE FIRST DAY OF THE NEXT PAY PERIOD</u> <i>*Due dates are available on the Student Pay Schedule</i>	<u>TIME APPROVER NAVIGATES TO PAYABLE TIME PAGE</u> <ul style="list-style-type: none"> • Searches by date range, selects the payable time that needs to be approved, then clicks Approve 	To electronically certify that student time is ready for payment by Payroll Services To reduce the amount of paper that is submitted
STEP 5	<u>OFF-CAMPUS FWS ONLY</u> Timesheets are submitted to Financial Aid	<u>NO LATER THAN THE FIRST DAY OF THE NEXT PAY PERIOD</u> <i>*Due dates are available on the Student Pay Schedule</i>	<u>STUDENT GENERATES TIMESHEET IN PEOPLESOF</u> <ul style="list-style-type: none"> • Student signs timesheet and submits to off-campus manager for signature <u>OFF-CAMPUS MANAGER SIGNS AND SUBMITS TO WORKSTUDY@CPP.EDU</u>	Financial Aid will review and determine if student has enough work study funds available Financial Aid will approve payable time in PeopleSoft