

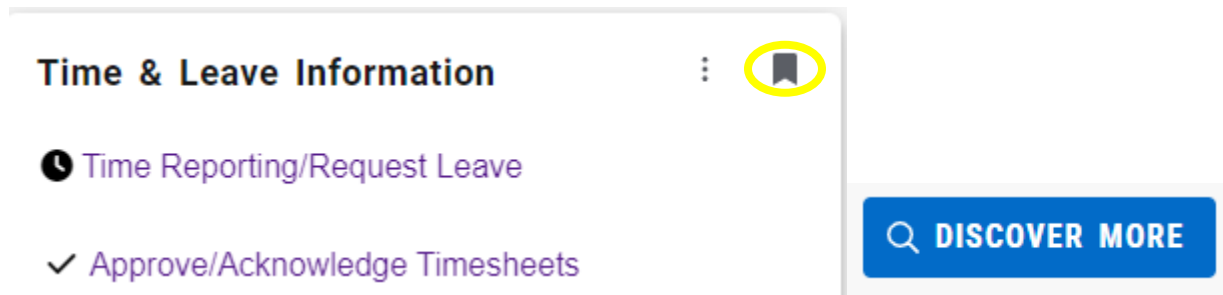
WTE Approver Guide: Student Labor

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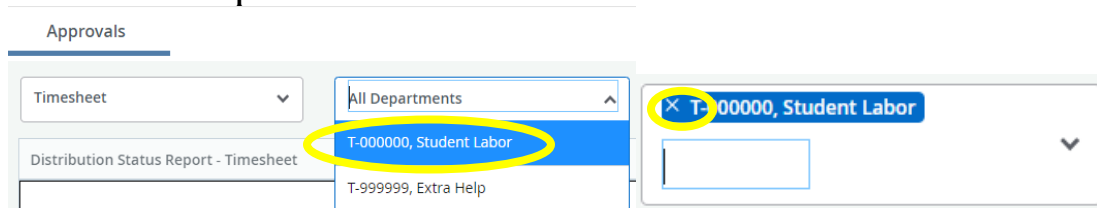
How do I approve WTE timesheets?

1. Log on to OneTech
2. Find the “Time & Leave Information” card



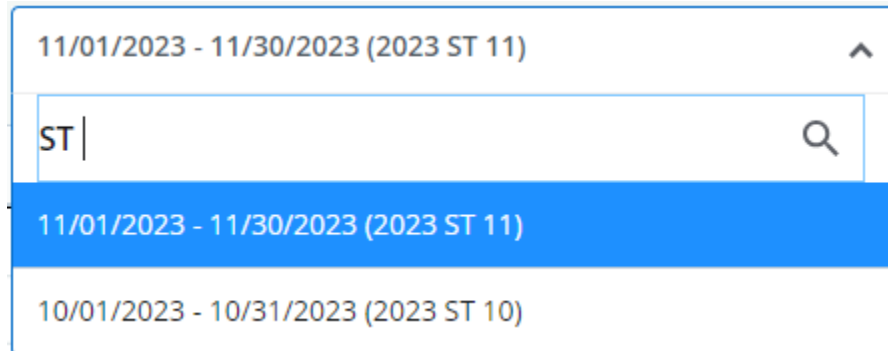
If you do not see this card on your dashboard, scroll to the bottom and click on **Discover More**. Find the “Time & Leave Information” Card using the search line. Click the ribbon on the top righthand corner of the card to save the card to your dashboard.

3. Click on **Approve/Acknowledge Timesheets**
4. It is recommended to keep the selection on **All Departments**.
Select the department in the drop-down list only if desired. If you do select a department be sure to X out of it if you are needing to see other departments.



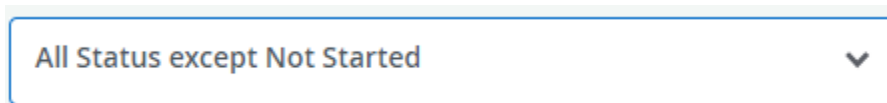
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5. Next you will need to select the pay period. You can only select one pay period at a time so you may need to click into more than one if you are also approving other employee types. If there is a long list of pay periods to choose from you can search by the year and/or pic code. (This is the only way to search in this field. Ex. 2023 ST 11 or ST 11)



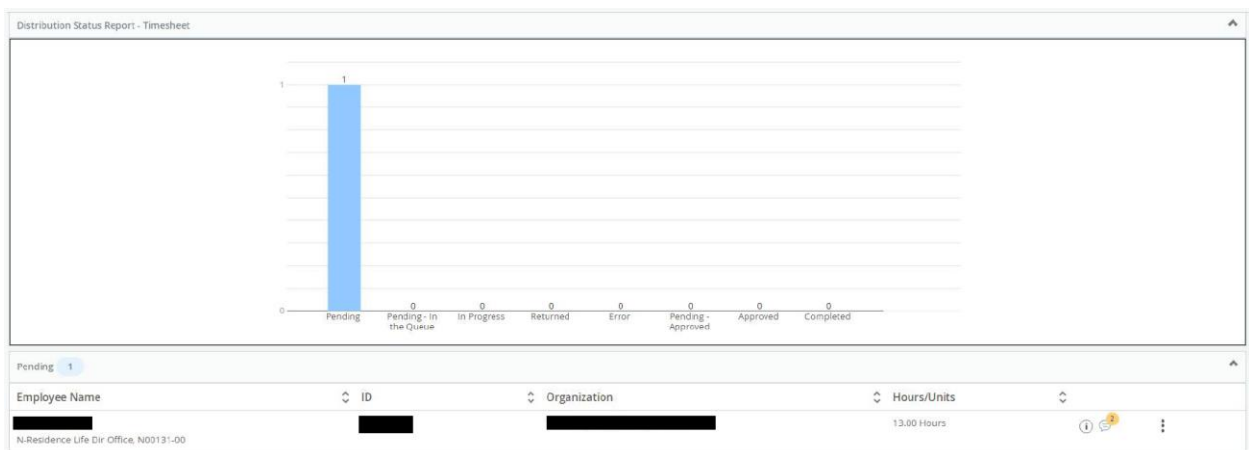
The screenshot shows a dropdown menu for selecting a pay period. The selected option is "11/01/2023 - 11/30/2023 (2023 ST 11)". Below the selected option, there is a search bar containing "ST" and a magnifying glass icon. Below the search bar, there are two more options: "11/01/2023 - 11/30/2023 (2023 ST 11)" (highlighted in blue) and "10/01/2023 - 10/31/2023 (2023 ST 10)".

6. The next box will automatically populate to **All Status except Not Started**.



The screenshot shows a dropdown menu for selecting a status. The selected option is "All Status except Not Started".

7. You will now see a chart and list with the selected pay period timesheets. Timesheets in Pending status are awaiting your review and approval.



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Pending - Timesheet is waiting for your approval.

Pending – In the Queue – Timesheet is awaiting approval from another approver before you can approve it.

In Progress - Timesheet has been opened by employee but not submitted for approval.

Returned - Timesheet has been returned to employee.

Error- There is an error in the timesheet. Contact the payroll office.

Pending – Approved – You have approved the timesheet and it is now awaiting approval from another approver.

Approved - Timesheet has been approved.

Completed – Timesheet has been processed in a payroll.

Not Started – Timesheet has not been opened by the employee.

8. You will need to click on the employee's name to open the timesheet for review and approval.

Time Entry Detail							
Date	Earn Code	Shift	Total				
10/11/2023	NWS, NWS Regular Pay	1	5.00 Hours				
10/31/2023	NWS, NWS Regular Pay	1	8.00 Hours				

Summary							
Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
NWS, NWS Regular Pay	1		5.00			8.00	13.00 Hours
Total Hours			5.00			8.00	

Routing and Status	
Name	Action
	Originated On 10/11/2023, 04:07 PM by [REDACTED]
	Submitted On 10/19/2023, 10:33 AM by [REDACTED]
	Approve by 11/17/2023, 11:59 PM
[REDACTED]	Pending Approval

Comment (Optional):

[Add Comment](#)

You will be able to see the hours entered for each day and the weekly totals. The weekly totals do not include hours worked in other pay periods even though they may be in the same week.

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Students should not exceed 28 hours worked per week. If they are working in more than one area, the total hours of all jobs combined is not to exceed 28.

(Work week is Sunday-Saturday even if the week is split into separate pay periods.)

9. At the bottom of the screen you will see the button on the left and

Return

Details

Return for correction

buttons on the right.

Click:

Approve - to approve the timesheet as is

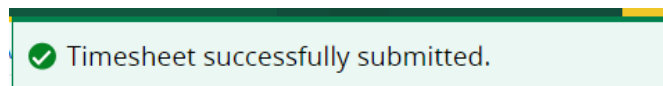
Return – to return to the previous screen

Details - to see the calendar view of the hours entered

Return for Correction – to send the timesheet back to the employee for corrections.


The deadline to approve timesheets is the fourth working day following the end of the pay period.

10. If the timesheet is correct and no changes are needed click **Approve**. If corrections are needed, click **Return for correction** for employee to make corrections. You will need to add a comment before returning the timesheet to the employee. Once the corrections are made you will still need to approve the timesheet by the approval date.
11. If approving, you will see a banner at the top confirming the timesheet was submitted.



12. Click the **Return** button to go back to the remaining timesheets and repeat the process for any remaining students.

What do I do if corrections are needed?

1. If you find errors or the employee is needing to make changes, you can return the timesheet to the student. A comment is required before clicking the  button. The timesheet will now show as Returned and the employee will receive an email letting them know it has been returned for corrections.
2. The timesheet must be re-submitted before the fourth working day following the end of the pay period.

How do I recall a timesheet if I have already approved it?

Once approved the timesheet will show in Approved status. Click into the timesheet. There will be a **Recall** button on the bottom of the screen if the approval period is still open. Click this button if you need to pull the timesheet back. Once you have pulled it back you can return it to the student for corrections.

You will still need to approve the timesheet again before the approval deadline.

What is the approval deadline?

1. The approval date to approve/return timesheets is **no later than 11:59 p.m. on the fourth working day following the end of the pay period**. The timesheet will no longer be available for approval after this time. Online timesheets and paper timesheets not turned in to the payroll office by the fourth working day following the end of the pay period may not be included with the current payroll.
2. Please **check your email** often, this is the way we will communicate with you concerning timesheets. You will receive email reminders beginning the third working day after the pay period ends to review timesheets. Please review them as early as possible so if there are errors the student has time to fix them before the deadline.

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3. If you will be out of the office during the approval period please contact the Payroll Office beforehand so arrangements can be made for the timesheets to be reviewed by another supervisor while you are out.
4. Students that have missed the submission deadline (the second working day following the end of the pay period) will need to submit a [paper timesheet](#). All paper timesheets are due in the payroll office by the fourth working day after the pay period closes to be included in the current payroll. Once a student has completed and signed the paper timesheet please review it for accuracy. As the supervisor you can email the timesheet to payroll@atu.edu.

When do students get paid?

Payday for students is on the 15th of the month following the end of the pay period. If the 15th falls on the weekend, payment is made prior to the weekend. The paycheck calendar on the Payroll website has the most accurate dates. Paper checks are mailed on this date unless the student is signed up for Direct Deposit. Students may contact the payroll office directly with any questions.

What if there is a problem with a timesheet?

If a student is not able to access their online timesheet after the first week of work, please verify you have submitted a student worker request form for the current semester to HR and completed the [HR process](#). If those steps have been done, please have the student contact the Payroll Office. Online timesheets are preferred to paper timesheets for auditing purposes.

If you or the student encounter problems with a timesheet, please contact the Payroll Office at 479-968-0696 or payroll@atu.edu as soon as possible so we can address any issues and prevent their paycheck from being delayed. The [payroll website](#) also contains additional payroll resources.