Time & Labor Faculty/Staff Instructions

In order to approve hours for student employees for the upcoming year, you will need to complete an HRMS Security form in order to be granted managerial/supervisor access.

The form can be found on the Human Resources website under Forms/HRMS Forms – General. Or, try this direct link
http://fishelp.wustl.edu/Forms/HRMS_Security_Authorization_Form_updated_8-27-13.pdf

Please complete **Sections A, B (select Time & Labor Manager Basic) and H**. Return this completed form to either Karen Swiney, Brian Higginbotham, or Sandy Cooper via email attachment (PDF – must contain a written signature) OR (preferably) through the Accounting Services mailbox in the Givens Hall mail room or Bixby Hall mailroom.

How to Approve Student Hours

1) Login to HRMS (Human Resources Management System) using your WUSTL Key and Password
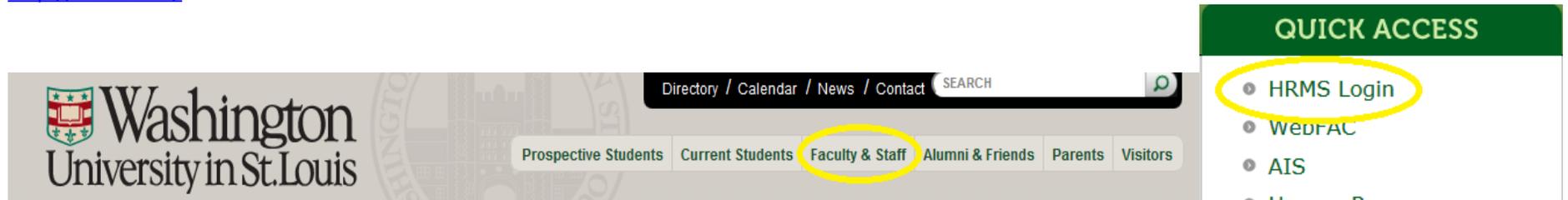
http://wustl.edu/

OR

http://hr.wustl.edu
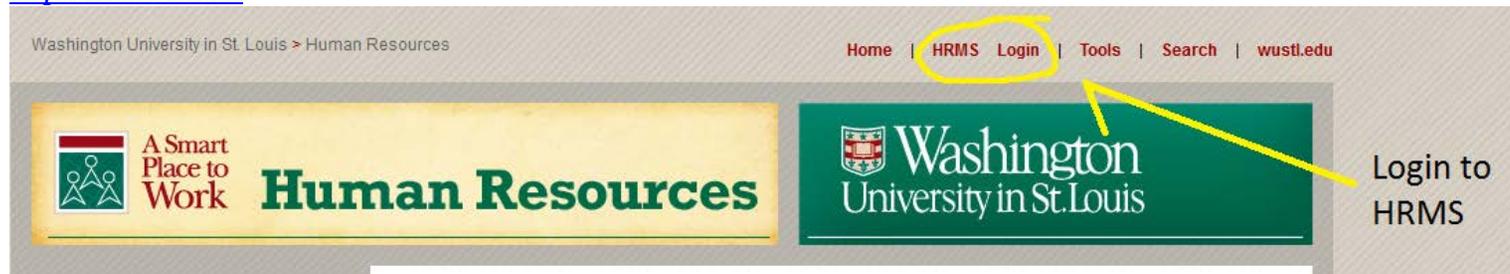
2) Navigate to the timesheet approval page

Main Menu/Manager Self Service/Time Management/Approve Reported Time
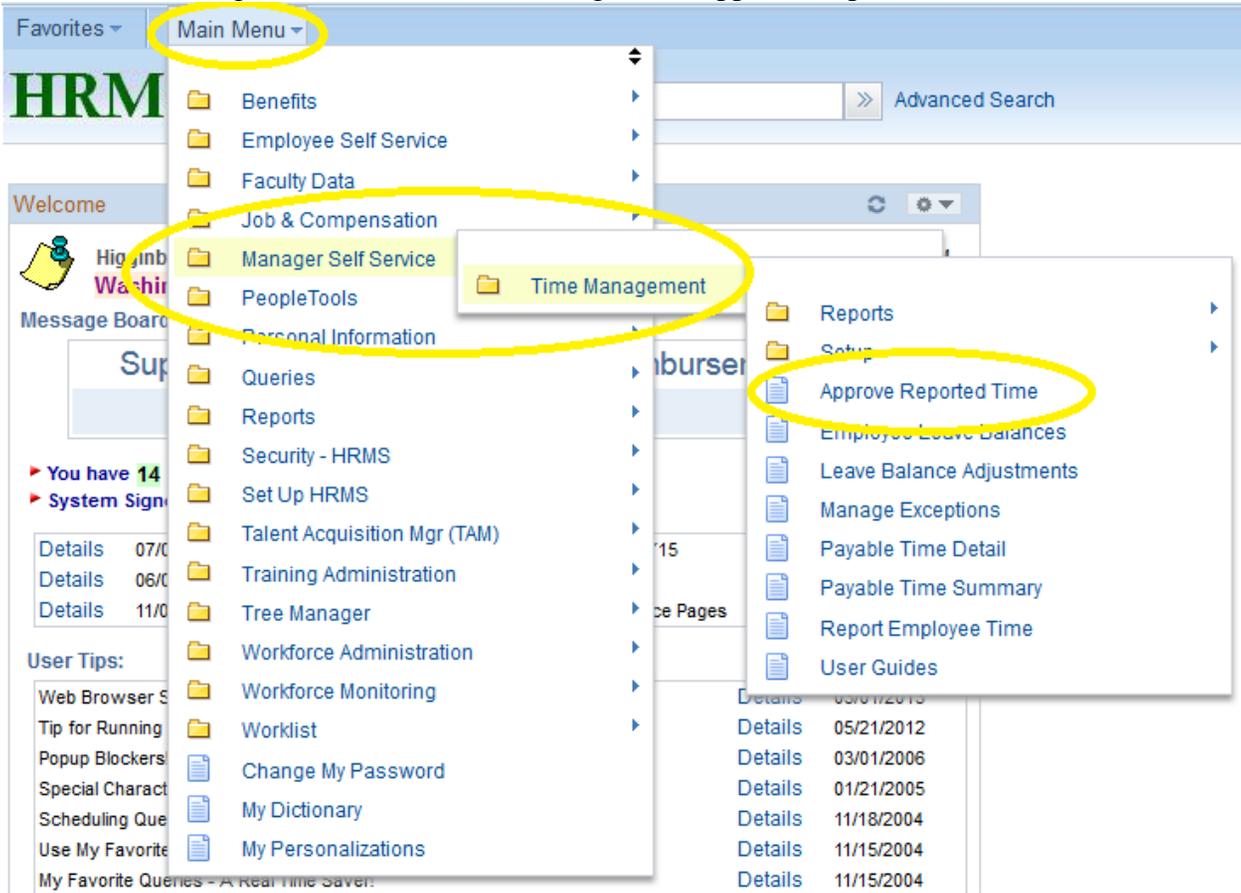
3) Select Employee Timesheet

Approve Reported Time

▽ **Employee Selection**

Employee Selection Criteria

Selection Criterion	Selection Criterion Value
Employee ID	
Employee Record Number	
Last Name	
First Name	
Department Number	

Get Employees

Clear Criteria

Save Criteria

Status Approved ▾

Include LTD: ☐

Change View:

*View By Bi-Weekly ▾

Date 08/16/2014 📅 ↻

Previous Pay Period   Next Pay Period

Search Results

Name	Status	Total Hours	Need Approval	Employee ID	Record #	Department	Primary Approver
Carson, Zachary	Approved	9.00	0.00		0	001921 - Student Employees	Derek Ashoff
Deiparine, Deo Antonio	Approved	40.00	0.00		0	001921 - Student Employees	Leland Orvis

Please note that you will <u>only</u> have access to view and approve student employees that you have been assigned to as a supervisor.

The date for the bi-weekly payperiod represents the last day of the payperiod. So for the above example, the payperiod date 8/16/14 is for work completed between 8/3-8/16.

You will only have access to approve hours for the current payperiod. The system will not allow for back-dated (late) timesheets. Please emphasize to your students to enter their hours promptly every two weeks.

4) Approve Timesheet/Deny Timesheet

💬	Wed	8/13	Approved	3:00PM					4:00PM	1.00	Regular ▾	laser lab monitor ▾	⊞	⊟
💬	Thu	8/14	Approved	9:00AM					12:00PM	3.00	Regular ▾	laser lab monitor ▾	⊞	⊟
💬	Fri	8/15	Approved	10:00AM					11:00AM	1.00	Regular ▾	laser lab monitor ▾	⊞	⊟
💬	Sat	8/16	New								▾	▾	⊞	⊟

☐ No Hours Worked This Pay Period

[Save for Later]   [Submit]

[Deny]   [Approve]

Comments

Timesheet Totals - Payable Hours

	Week 1	Week 2	Total
Hours Worked	0.00	9.00	9.00
Time Off	0.00	0.00	0.00
Total	0.00	9.00	9.00

Reported Time Audit

Name	DateTime	Action
Derek Ashoff	08/19/14 9:09AM	Approve
Zachary Carson	08/16/14 3:16PM	Submit
Zachary Carson	08/14/14 10:13AM	Save

Timesheet Approval Deadline: 12:00PM Tuesday following the end of the payperiod (Saturday). However, you can approve student hours at any point during the payperiod if you know they will not be logging anymore hours. So you do not have to wait until the Tuesday.

Review the hours reported and select **"Approve Timesheet"** if everything is correct.

If there are errors, select **"Deny Timesheet"** and provide an explanation/reason. This will send the timesheet back to the student-employee for them to correct and then the corrected timesheet will come back to you for approval. Students will have access to their timesheets up until 9:00PM on the Monday following the end of the payperiod (Saturday). If adjustments still need to be made after this time, you will need to make the change yourself and make a note of it in the Comments section.

Student employees with multiple Task Assignments – Some of your student employees may have multiple jobs. When this is the case, they still report hours on the same electronic timesheet and select the task/job for those hours. If your student employee has multiple tasks, your "approval" only pertains to those hours worked for you. You may be able to view the hours worked at another job/task, but those hours will be approved by another supervisor.