

STUDENT EMPLOYEE TIME REPORTING SCREENS

The University has implemented an on-line Time Reporting system for student employees. Student employees may access this screen through the **STARS** system by selecting STUDENT EMPLOYEE TIME REPORTING under MENU SELECTIONS.

The TIME REPORTING screen will display the user's name and the current work period. Below the work period, the budget and work departments will display along with the supervisor(s).

Entering Hours on Time Card

The student should enter the hours worked in the box under the date. The time worked should be entered to the nearest tenth of an hour (1/10 = 6 minutes). For example, if a student works 3 3/4 hours, the time should be entered as 3.8 on the screen. A student should work no more than 8 hours in one day and 20 hours per week (Monday – Sunday) during the semester. Students should work no more than 40 hours a week during breaks and during summer sessions if enrolled for less than six hours during the current summer session.

Student/Alumni Records System - Test System

05/05/11 Student Employee Time Reporting 01:36:08PM

JOHN A. DOE

Current Work Dates 04/18/2011 Thru 05/01/2011

Job Title ADMINISTRATIVE OFFICE ASSISTANT

Budget Dept 123450 STUDENT EMPLOYMENT

Work Dept 123450 STUDENT EMPLOYMENT

Auth No 63759 Supervisor(s) KEVIN MARKHAM ELWANDA SCOTT

Pay Rate \$8.70

Direct deposit is mandatory for WIU paychecks. Go to the Direct Deposit Authorization screen to add or update your bank information.

Enter Print Preview Previous Pay Period Next Pay Period

Enter hours worked and click the Enter button to update your timecard. When all hours are entered, change Employee Confirm to YES.

	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	Total
	18	19	20	21	22	23	24	25	26	27	28	29	30	01	
Regular Hours	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Employee Confirm No Processed No

Overtime Reporting

Overtime hours are any hours worked over and above a total of 40 hours in a work week (Monday – Sunday). Although working overtime is normally not permitted, situations may arise where it cannot be avoided.

The screenshot shows a web browser window titled "Student/Alumni Records System - Test on the Web - Mozilla Firefox". The URL is "https://mvs.wiu.edu:3002/cics/webs/HY2945L?adhuxvng". The page header includes "Student/Alumni Records System - Test System" and "Menu | Help | SignOff". The main content area features the Western Illinois University logo and a navigation menu. The page title is "Student Employee Time Reporting" with a timestamp of "05/05/11 01:49:00PM". The user is identified as "JOHN A. DOE" with "Current Work Dates 04/18/2011 Thru 05/01/2011". The job title is "COMPUTER LAB ASSISTANT". The page includes a "Timecard Reporting Instructions" link and a mandatory notice about direct deposit authorization. Below this are buttons for "Enter", "Print Preview", "Next Authorization", "Previous Pay Period", and "Next Pay Period". A red message states: "Timecard has been updated. Enter hours worked and click the Enter button to update your timecard. When all hours are entered, change Employee Confirm to YES. You have multiple authorizations for this pay period." The main data table shows hours worked for each day of the week (M-SU) for two periods (18-24 and 25-01) and a Total column. The "Regular Hours" row shows 8.0 for days 18-22, 4.0 for day 25, and 3.5 for day 27, totaling 53.5. The "Overtime Hours" row shows 3.0 for day 23, totaling 3.0. The "Employee Confirm" dropdown is set to "No" and the "Processed" status is "No".

	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	Total
	18	19	20	21	22	23	24	25	26	27	28	29	30	01	
Regular Hours	8.0	8.0	8.0	8.0	8.0			4.0		3.5		8.0			53.5
Overtime Hours						3.0									3.0
Employee Confirm	No														
Processed	No														

Overtime hours worked must be entered in the overtime entry fields on the Time Reporting screen. To access the overtime entry fields, first enter the 40 regular hours worked where appropriate and click or press Enter. The overtime fields will then appear on the Time Reporting screen and the overtime hours worked can be recorded where appropriate.

Confirming the Time Card

The screenshot shows a web browser window titled "Student/Alumni Records System - Test on the Web - Mozilla Firefox". The address bar shows "wiu.edu https://mvs.wiu.edu:3002/cics/webs/HYZ945L?adhuxvng". The page header includes "Student/Alumni Records System - Test System" and "Menu | Help | SignOff". The main content area features the Western Illinois University logo and a navigation menu. The title of the page is "Student Employee Time Reporting" with the date "05/05/11" and time "01:43:23PM". The employee's name "JOHN A. DOE" is displayed, along with "Current Work Dates 04/18/2011 Thru 05/01/2011". The job title is "ADMINISTRATIVE OFFICE ASSISTANT". Other details include Budget Dept (123450 STUDENT EMPLOYMENT), Work Dept (123450 STUDENT EMPLOYMENT), Auth No (63759), Supervisor(s) (KEVIN MARKHAM, ELWANDA SCOTT), and Pay Rate (\$8.70). A message states: "Direct deposit is mandatory for WIU paychecks. Go to the Direct Deposit Authorization screen to add or update your bank information." Below this are buttons for "Enter", "Print Preview", "Previous Pay Period", and "Next Pay Period". A red message reads: "Timecard has been confirmed. If corrections are needed, change Employee Confirm to NO, make corrections, and change Employee Confirm to YES." A table shows the time card data for the period 04/18/2011 to 05/01/2011. The table has columns for days of the week (M, T, W, TH, F, S, SU) and a Total column. The data shows Regular Hours of 5.0, 3.0, 2.5, 7.3, 2.0, 4.1, 3.9, 5.5, and a Total of 33.3. At the bottom, there are fields for "Employee Confirm" (set to Yes), "Supervisor Confirm" (No), and "Processed" (No). The name "DOE, JOHN A." is also visible.

	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	Total
	18	19	20	21	22	23	24	25	26	27	28	29	30	01	
Regular Hours	5.0	3.0	2.5	7.3	2.0			4.1	3.9	5.5					33.3

The Time Reporting screen must be confirmed by clicking on Yes in the box next to Employee Confirm. The message will say "Time card has been confirmed." The screen may now be confirmed by the student employee's supervisor.

The supervisor cannot change any hours on the screen. If an hour's correction is required, the student must select No in the Employee Confirm box, enter any changes necessary, and then reconfirm the time screen.

If a student makes changes to the Time Reporting screen after the supervisor confirms, the supervisor must reconfirm the screen. **It is the student's responsibility to notify the supervisor that reconfirmation is required to ensure the student will be paid on time.**

The hours must be confirmed by both the student and supervisor before the time card can be processed. **If the hours are not confirmed by the due date, the student will not be paid on the next pay date.**

A reminder email will be sent to the employee and the employee's primary supervisor the Friday before the time card is due if the screen has not already been confirmed. A second reminder message will be sent on Monday, the day the Time Card is due if the time card is still unconfirmed. **The student *must* confirm the time card in order to be paid on the next pay date.**

Instructions for students paid on a salaried basis

The Time Reporting screen for salaried students is shown below and displays the gross amount to be paid for the current pay period. The student must confirm this screen by clicking on Yes in the box next to Employee Confirm. The message will say "Time card has been confirmed." The screen may now be confirmed by the student employee's supervisor.

The student or the supervisor has the option to reduce the total dollars to be paid in this pay period by changing the amount paid in the Pay Period field. The new amount cannot exceed the authorization rate listed on the screen. Type in the new amount to be paid, then click enter.

If the supervisor changes the amount, an email will automatically be sent to the student to confirm the time card. Once the student has confirmed the card, the supervisor must confirm.

A reminder email will be sent to the employee and the employee's primary supervisor the Friday before the time card is due if the screen has not already been confirmed. A second reminder message will be sent on Monday, the day the time card is due if the time card is still unconfirmed. **The student *must* confirm the time card in order to be paid on the next pay date.**

Student/Alumni Records System - Test System

05/05/11 Student Employee Time Reporting 01:47:43PM

JOHN A. DOE

Current Work Dates 04/18/2011 Thru 05/01/2011

Job Title **STUDENT NEWSPAPER EDITOR IN CHIEF**

Budget Dept 123450 STUDENT EMPLOYMENT

Work Dept 123450 STUDENT EMPLOYMENT

Auth No 68688 Supervisor(s) KEVIN MARKHAM ELWANDA SCOTT

Direct deposit is mandatory for WIU paychecks. Go to the Direct Deposit Authorization screen to add or update your bank information.

Enter Print Preview Previous Authorization Previous Pay Period Next Pay Period

Enter the amount of pay earned and click the Enter button to update your timecard. To confirm your timecard change Employee Confirm to YES.
You have multiple authorizations for this pay period.

Amount Paid This Pay Period

Authorization Rate 200.00

Total Authorization Amount 800.00

Employee Confirm Processed No

Any questions regarding the use of this system may be directed to Christie Eyler in the Payroll Office at 298-1867 or Elwanda Scott the Student Employment Office at 298-1996.

05/26/2011