

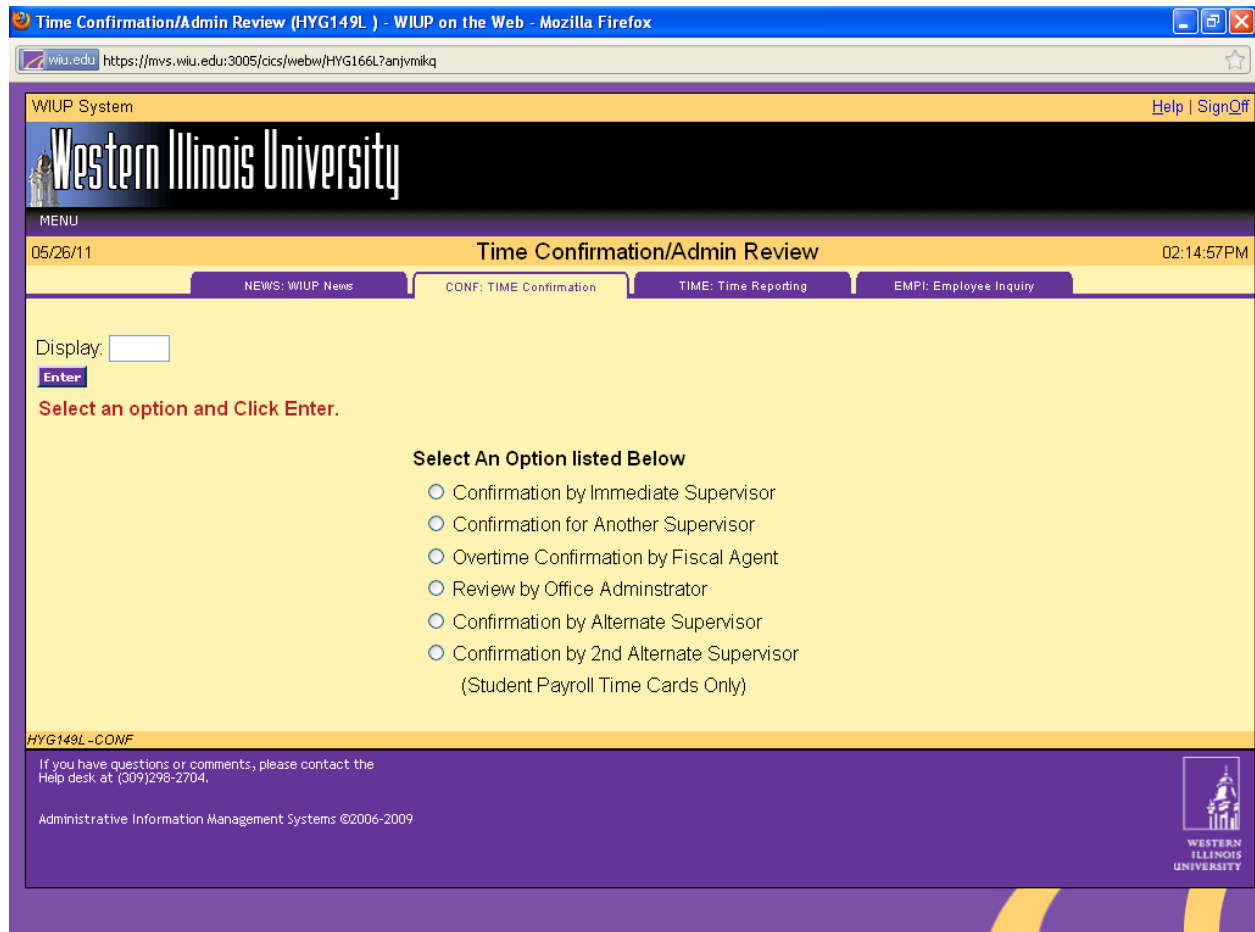
# SUPERVISOR CONFIRMATION SCREENS For Student Employees

The University has implemented an online Time Reporting system for student employees. Student employees are given access to these screens through the **STARS** system. Supervisors of student employees must confirm the student's time using the **CONF** screen on the WIUP system on the web.

## Accessing Student Time Cards

To Access the confirmation screens, enter CONF in the Display box and click on enter.

The Time Confirmation/Admin Review screen will be displayed. To confirm employee timecard(s), the supervisor should click on the circle next to "Confirmation by Immediate Supervisor", "Confirmation by Alternate Supervisor" or "Confirmation by 2<sup>nd</sup> Alternate Supervisor".



The screenshot shows a web browser window titled "Time Confirmation/Admin Review (HYG149L) - WIUP on the Web - Mozilla Firefox". The address bar shows the URL "https://mvs.wiu.edu:3005/cics/webw/HYG166L?anjvmikq". The page content includes the Western Illinois University logo and navigation tabs for "NEWS: WIUP News", "CONF: TIME Confirmation", "TIME: Time Reporting", and "EMPI: Employee Inquiry". The main content area features a "Display:" input field with "CONF" entered, an "Enter" button, and a list of radio button options for confirmation types. The footer contains contact information for the help desk and the year 2006-2009.

WIUP System Help | SignOff

Western Illinois University

MENU

05/26/11 Time Confirmation/Admin Review 02:14:57 PM

NEWS: WIUP News    CONF: TIME Confirmation    TIME: Time Reporting    EMPI: Employee Inquiry

Display:

Select an option and Click Enter.

Select An Option listed Below

- Confirmation by Immediate Supervisor
- Confirmation for Another Supervisor
- Overtime Confirmation by Fiscal Agent
- Review by Office Administrator
- Confirmation by Alternate Supervisor
- Confirmation by 2nd Alternate Supervisor  
(Student Payroll Time Cards Only)

HYG149L - CONF

If you have questions or comments, please contact the Help desk at (309)298-2704.

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The Time Confirmation/Admin Review screen is displayed. Click on **Student** in the Pay Frequency box and click on enter.

Time Confirmation/Admin Review (HYG166L) - WIUP on the Web - Mozilla Firefox

https://mvs.wiu.edu:3005/cics/webw/HYG149L?anjvmikq

WIUP System [Help](#) | [SignOff](#)

Western Illinois University

MENU

05/26/11 Time Confirmation/Admin Review 02:14:28PM

NEWS: WIUP News CONF: TIME Confirmation TIME: Time Reporting EMPI: Employee Inquiry

Display:

[Enter](#) [Selection Screen](#) [Previous Pay Period](#) [Next Pay Period](#)

**Current Work Dates:**

Bi-Weekly	05/16/11 - 05/29/11
Semi-Monthly	05/16/11 - 05/31/11
Monthly	05/01/11 - 05/31/11
Student	05/16/11 - 05/29/11

Pay Frequency  (Required)

Employee Last Name  (Optional - Starts with first employee, if no name is entered)

First Name

Middle Initial

Ignore Confirmed Time?

The Student Time Confirmation screen will be displayed.

## Confirming Student Time Cards

WIUP Test System Help | SignOff

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MENU

05/24/11 Student Time Confirmation 02:17:50PM

CONF: TIME Confirmation

Display:  **STUDENT, JOHN Q.** *Timecard Confirming Instructions*

Work Dept: 173200  
Budget Dept: 173200  
Auth: 69945  
Rate: \$8.70

CURRENT WORK DATES: 05/16/2011 Thru 05/29/2011

Supervisor(s): ELWANDA A. SCOTT KEVIN A. MARKHAM

	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	Total
	16	17	18	19	20	21	22	23	24	25	26	27	28	29	
Regular		5.0	4.5		3.7		2.5	4.0		3.6		5.0			28.30
Overtime															

Employee Confirm: Yes Supervisor Confirm:  Processed: No

STUDENT, JOHN Q.

**HYG241L-CONF**

If you have questions or comments, please contact the Help desk at (309)298-2704.

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The supervisor should check the hours submitted on the Time Reporting screen and verify the Student Confirm is Yes. **The supervisor cannot confirm the timecard until the student employee has confirmed unless no hours were worked during the pay period.** If the Error Message “Student must confirm first” appears on the screen, the supervisor has tried to confirm the screen before the student employee has confirmed it. The supervisor must change the Yes back to No and ask the student to confirm his/her Time Reporting screen. Once the student employee has confirmed, the supervisor can click on the Yes in the box next to the Supervisor Confirm.

Student Time Confirmation (HYG241L) - WIUP Test on the Web - Mozilla Firefox

https://mvs.wiu.edu:3006/cics/webw/HYG241L?afzfxfo

WIUP Test System Help | SignOff

**Western Illinois University**

MENU

05/24/11 Student Time Confirmation 02:18:23PM

CONF: TIME Confirmation

Display:  **STUDENT, JOHN Q.** [Timecard Confirming Instructions](#)

Work Dept: 173200  
Budget Dept: 173200  
Auth: 69945  
Rate: \$8.70

CURRENT WORK DATES: 05/16/2011 Thru 05/29/2011

Supervisor(s): ELWANDA A. SCOTT KEVIN A. MARKHAM

[Enter](#) [Selection Screen](#) [Previous Pay Period](#) [Next Student](#)

**Time Record Updated.**


	M	T	W	TH	F	S	SU	M	T	W	TH	F	S	SU	Total
Regular	16	17	18	19	20	21	22	23	24	25	26	27	28	29	28.30
Overtime															

Employee Confirm: Yes Supervisor Confirm:  Processed: No  
 STUDENT, JOHN Q. SCOTT, ELWANDA A.

**HYG241L-CONF**

If you have questions or comments, please contact the Help desk at (309)298-2704.

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If the timecard has an error, the student employee must unconfirm the time card, change the hours, and reconfirm the card before the supervisor can confirm. The supervisor cannot make any changes to the hours entered on the employee's time screen. If an employee makes a change to the screen after the supervisor has confirmed it, the Yes in the supervisor confirm will automatically change to No. The supervisor will then need to reconfirm the screen. It is the responsibility of the student to notify the supervisor if a change is made after the first confirmation.

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

To proceed to the next student employee or the next time card of a student working two jobs in the same department, click on the Next Student box.

To go back to a previous student employee time screen, click on the Previous Student box.

To sign off, click on sign off at the upper right hand side of the screen.

## Confirming Time Cards for Salaried Students

Student Time Confirmation (HYG241L) - WIUP Test on the Web - Mozilla Firefox

https://mvs.wiu.edu:3006/cics/webw/HYG166L?acusjzyi

WIUP Test System Help | SignOff

Western Illinois University

MENU

05/31/11 Student Time Confirmation 04:08:36PM

CONF: TIME Confirmation

Display:  STUDENT, JOHN Q. [Timecard Confirming Instructions](#)

Work Dept: 120000  
Budget Dept: 523020  
Auth: 70910

CURRENT WORK DATES : 05/16/2011 Thru 05/29/2011

Supervisor(s): ELWANDA A. SCOTT KEVIN A. MARKHAM

Enter Selection Screen Previous Pay Period Next Pay Period Next Student

Amount Paid This Pay Period

Authorization Rate 686.00  
Total Authorization Amount 2,058.00

Employee Confirm: Yes Supervisor Confirm:  Processed: No  
STUDENT, JOHN Q.

HYG241L - CONF

If you have questions or comments, please contact the Help desk at (309)298-2704.

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The student's supervisor has the option to reduce the total dollars to be paid to a salaried student employee for the 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.

Once the amount has been changed, an email will automatically be sent to the student employee. The student will then need to confirm the screen. Once the student has confirmed the screen, the supervisor can confirm.

To sign off, click on sign off at the upper right hand side of the screen.

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

05/26/2011