

INSTRUCTIONS FOR APPROVING STUDENT TIME CARDS ON Self-Service

1. Sign in to Self –Service
2. Click on **Time Approval**
3. Select **Students** tab
4. All students who are hired in a position that you supervise will appear here, regardless of whether or not they have time entered on their timecard.
If an employee name does not appear in your view, they are not set-up in a position. Please contact Payroll at ext 1799.
5. Select timecard for the **previous pay period**
6. Timecards will show one week at a time. Please review each week (click on arrow next to the date at the top to change weeks) and make any changes necessary. You may use the comments section to indicate anything you would like the student or Payroll to know regarding the timecard.
7. After all edits are complete click on **SAVE**.
8. Then Approve Time Card. If you click approve while in the weekly view, only that one week will be approved. To approve the full two weeks with one click, return to the summary screen and click approve there.
9. Make sure that your students enter their time prior to 11 am on the Monday after the pay period and that you approve their timecards prior to 12pm.